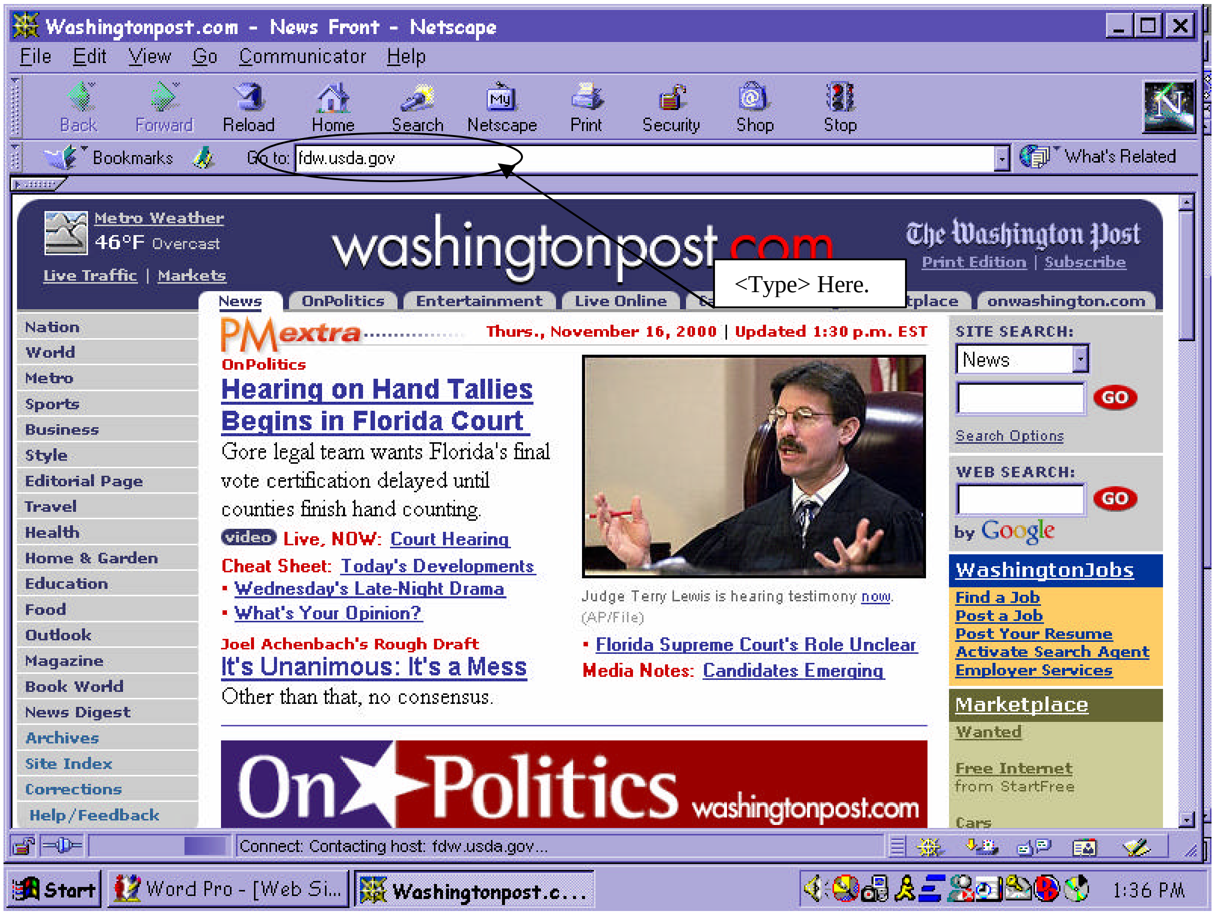
CHAPTER 9
INSTRUCTIONS TO ENTER THE FINANCIAL DATA WAREHOUSE WEB SITE

Step 1:

Netscape Communicator v4.7.lnk

Internet Explorer.lnk

1. <**Click**> on your Netscape web browser or Internet Explorer.


Washingtonpost.com - News Front - Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks
What's Related
washingtonpost.com
The Washington Post
Print Edition | Subscribe
Metro Weather
46°F Overcast
Live Traffic | Markets
News OnPolitics Entertainment Live Online
onwashington.com
Nation
World
Metro
Sports
Business
Style
Editorial Page
Travel
Health
Home & Garden
Education
Food
Outlook
Magazine
Book World
News Digest
Archives
Site Index
Corrections
Help/Feedback
PMextra
Thurs., November 16, 2000 | Updated 1:30 p.m. EST
OnPolitics
Hearing on Hand Tallies Begins in Florida Court
Gore legal team wants Florida's final vote certification delayed until counties finish hand counting.
video Live, NOW: Court Hearing
Cheat Sheet: Today's Developments
Wednesday's Late-Night Drama
What's Your Opinion?
Joel Achenbach's Rough Draft
It's Unanimous: It's a Mess
Other than that, no consensus.
Judge Terry Lewis is hearing testimony now. (AP/File)
Florida Supreme Court's Role Unclear
Media Notes: Candidates Emerging
SITE SEARCH:
News
GO
Search Options
WEB SEARCH:
GO
by Google
WashingtonJobs
Find a Job
Post a Job
Post Your Resume
Activate Search Agent
Employer Services
Marketplace
Wanted
Free Internet from StartFree
Cars
OnPolitics washingtonpost.com
Connect: Contacting host: fdw.usda.gov...
Start
Word Pro - [Web Si...
Washingtonpost.c...
1:36 PM

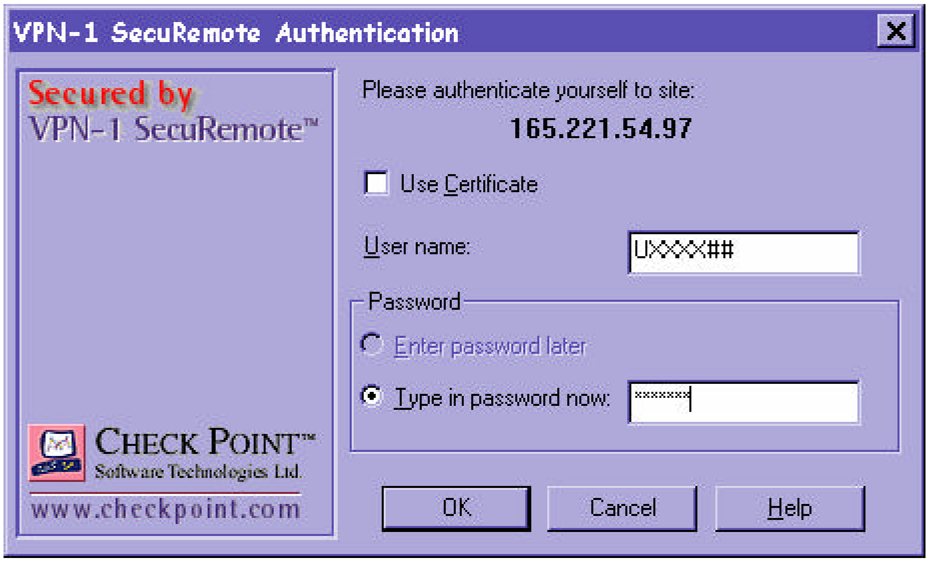
Go to: fdw.usda.gov

<Type> Here.

Step 2:

2. <**Type**> in the location of the Financial Data Warehouse Web site in the **Go to:** bar. The address is http://fdw.usda.gov. Press <**enter**>.

Step 3:


VPN-1 SecuRemote Authentication
Secured by
VPN-1 SecuRemote™
CHECK POINT™
Software Technologies Ltd.
www.checkpoint.com
OK
Cancel
Help

Please authenticate yourself to site:
165.221.54.97

☐ Use Certificate

User name: UXXXX##

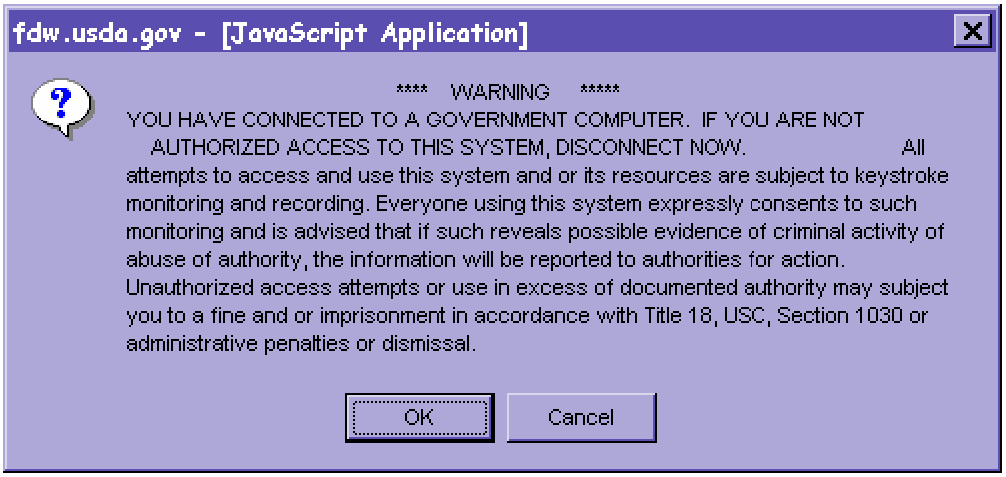
Password

○ Enter password later

● Type in password now: *******

3. At the SecuRemote Authentication screen you must <**type**> in your **User ID** number after User Name. Remember: You must <**type**> the User ID in capital letters, or you will not enter the program successfully. <**Type**> in the password, which is your agency **(34)** and the zip code of your location. For example Riverdale would be 3420737. Press <**enter**> when finished.

Step 4:


fdw.usda.gov - [JavaScript Application]
OK
Cancel

**** WARNING *****

YOU HAVE CONNECTED TO A GOVERNMENT COMPUTER. IF YOU ARE NOT AUTHORIZED ACCESS TO THIS SYSTEM, DISCONNECT NOW. All attempts to access and use this system and or its resources are subject to keystroke monitoring and recording. Everyone using this system expressly consents to such monitoring and is advised that if such reveals possible evidence of criminal activity of abuse of authority, the information will be reported to authorities for action. Unauthorized access attempts or use in excess of documented authority may subject you to a fine and or imprisonment in accordance with Title 18, USC, Section 1030 or administrative penalties or dismissal.

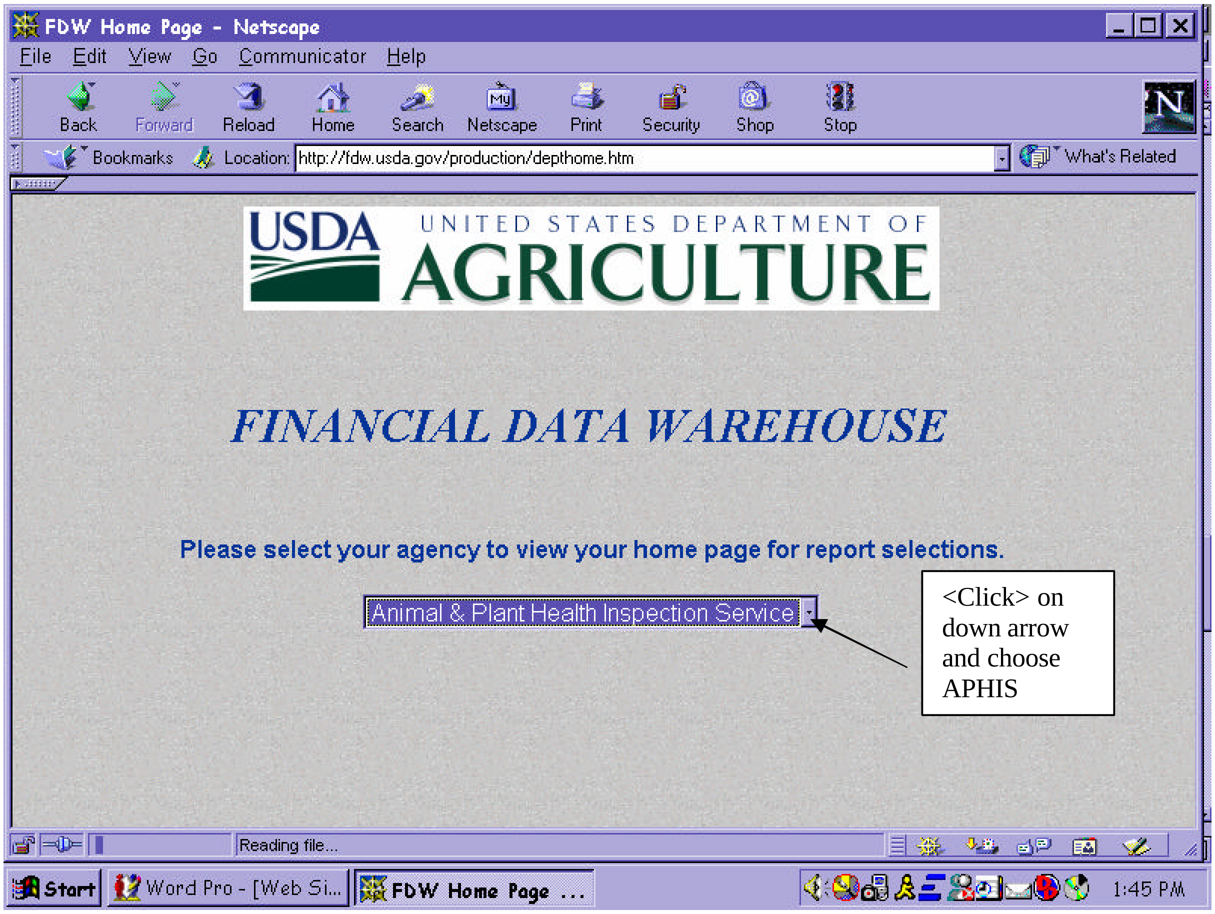
4. <**Click**> OK on the Warning message.

NOTE: If you were unsuccessful entering the system, you will be taken back to Step 3.

- Check to make sure your User-ID number is all in caps.
- Double check that you used the correct password.
- If it still does not work call security because you may not be set up, or you may be using the wrong User-ID number.
- The security contact person is Linda Stuckey at (301)734-4972.

Step 5:

5. <**Select**> by clicking on the down arrow, Animal & Plant Health Inspection Service from the USDA pull down menu.


FDW Home Page - Netscape
File
Edit
View
Go
Communicator
Help
Back
Forward
Reload
Home
Search
Netscape
Print
Security
Shop
Stop
Bookmarks
What's Related
USDA UNITED STATES DEPARTMENT OF AGRICULTURE
FINANCIAL DATA WAREHOUSE
Reading file...
Start
Word Pro - [Web Si...
FDW Home Page ...
1:45 PM

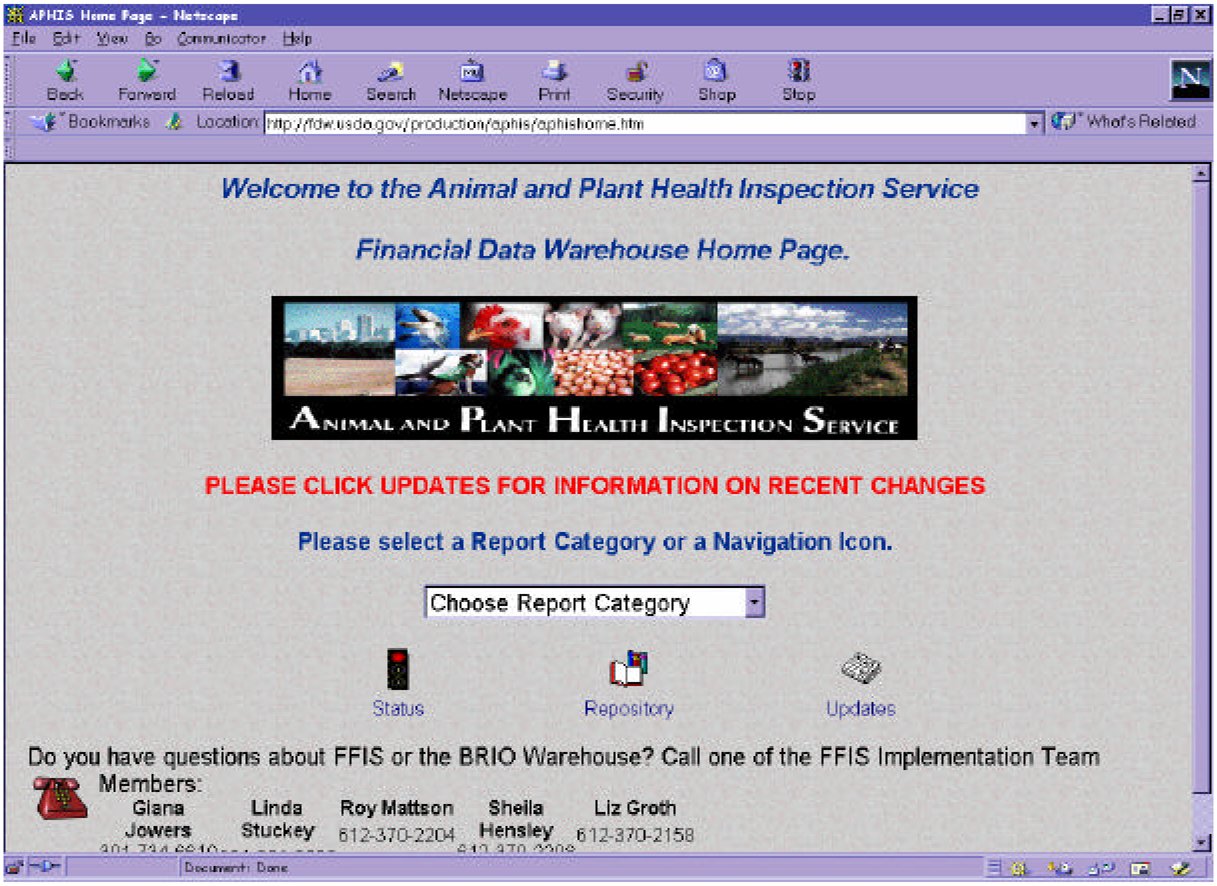
Location: http://fdw.usda.gov/production/depthome.htm

Please select your agency to view your home page for report selections.

Animal & Plant Health Inspection Service

<Click> on down arrow and choose APHIS

Step 6:


APHIS Home Page - Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks
What's Related
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
Status
Repository
Updates
Document: Done

Location: http://fdw.usda.gov/production/aphis/aphishome.htm

Welcome to the Animal and Plant Health Inspection Service

Financial Data Warehouse Home Page.

PLEASE CLICK UPDATES FOR INFORMATION ON RECENT CHANGES

Please select a Report Category or a Navigation Icon.

Choose Report Category

Do you have questions about FFIS or the BRIO Warehouse? Call one of the FFIS Implementation Team Members:

Glana Jowers	Linda Stuckey	Roy Mattson	Sheila Hensley	Liz Groth
		612-370-2204		612-370-2158

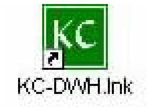
6. You are now at APHIS's Financial Data Warehouse Home Page.

CHAPTER 10
INSTRUCTIONS ON RESETTING THE FDW PASSWORD

- When you have had problems getting into Financial Data Warehouse web site or running a Brio Report, the instructions are as follows:
- First run through the following set of instructions starting at step 1. Your password expires every month and you can't update the FDW password without doing these steps.
- If your expired password can't be reset then call ATAC at 1-877-944-8457 and they will reset your password.
- After you get the new password follow the steps below. The password from ATAC is only valid for resetting your password on the day it is issued. You must go through these steps so that you can run reports.

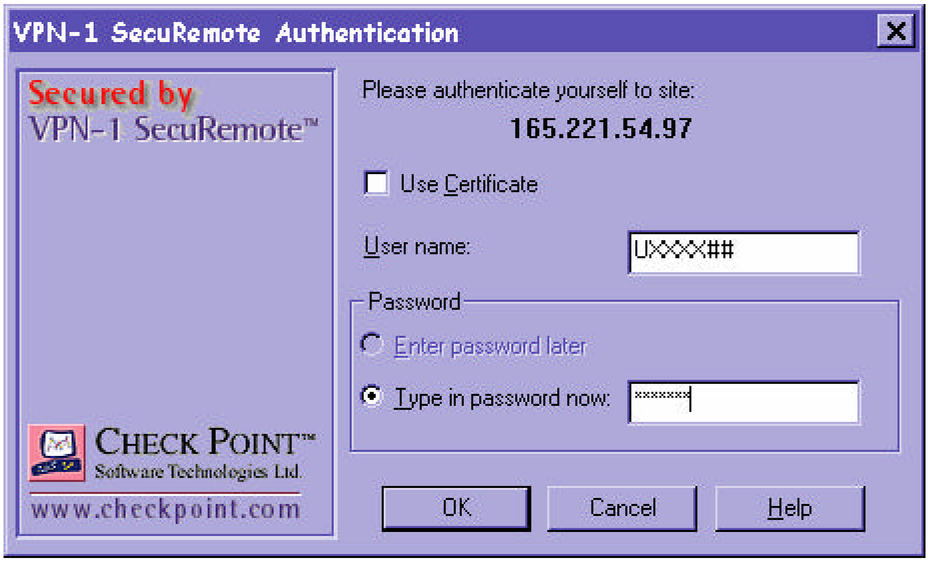
Note: Remember that you will have to reset password every month. It will only tell you that your password is invalid.

Step 1:



1. <**Click**> on the **KC-DWH.Ink** Icon on your desktop.

Step 2:


VPN-1 SecuRemote Authentication
Secured by
VPN-1 SecuRemote™
CHECK POINT™
Software Technologies Ltd.
www.checkpoint.com
OK
Cancel
Help

Please authenticate yourself to site:
165.221.54.97

☐ Use Certificate

User name: UXXX##

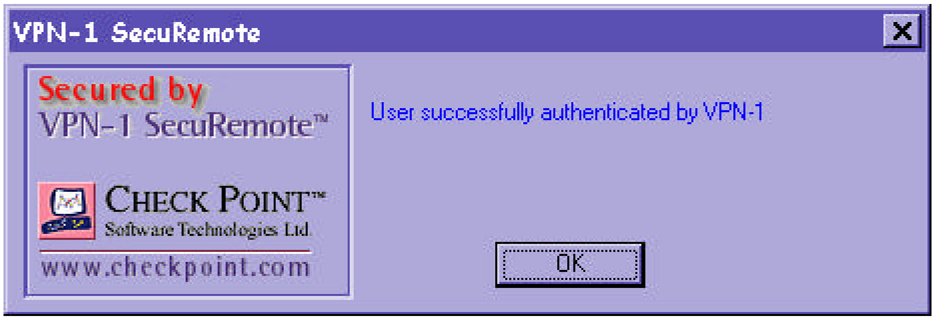
Password

○ Enter password later

● Type in password now: *******

2. At the SecuRemote Authentication screen you must <**type**> in your User ID number after User Name. Remember: You must <**type**> the User ID **in capital letters**, or you will not enter the program successfully. <**Type**> in the password, which is your agency (**34)** and the zip code of your location. For example Riverdale would be 3420737. Press <**enter**> when finished.

Step 3:


VPN-1 SecuRemote
Secured by
VPN-1 SecuRemote™
CHECK POINT™
Software Technologies Ltd.
www.checkpoint.com
OK

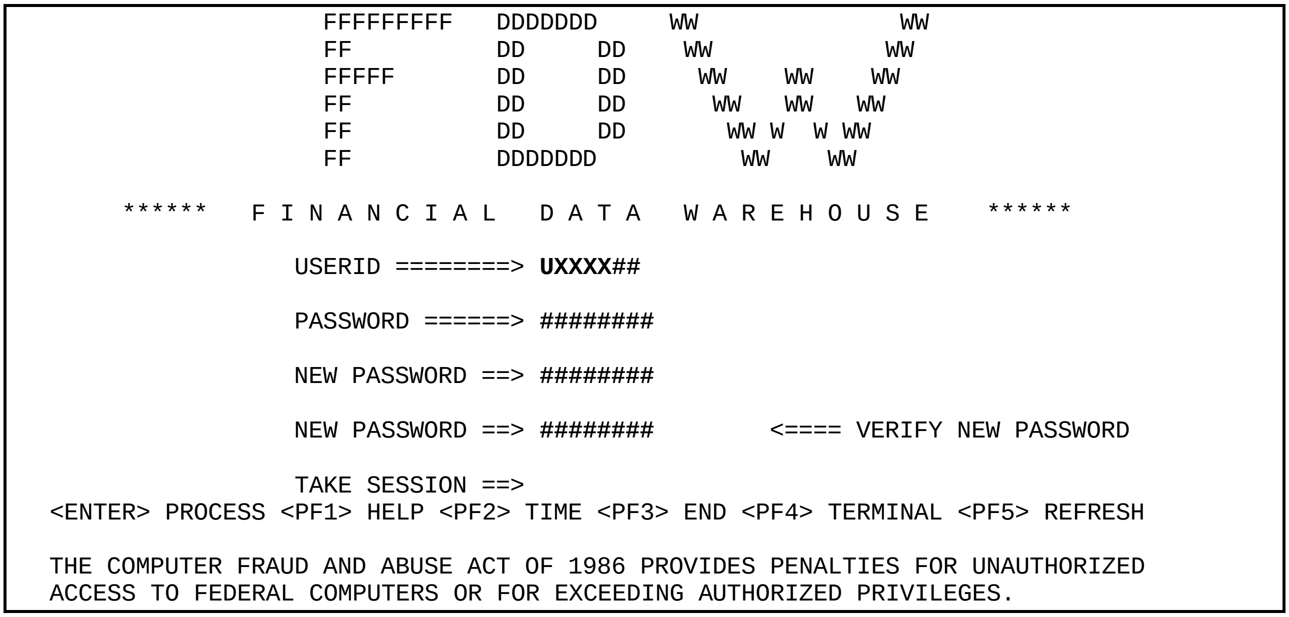
User successfully authenticated by VPN-1

3. <**Enter**> through this screen. If the wording is blue with the above message you are in the system, if it is red you are not in the system.

NOTE: If you were unsuccessful entering the system, you will be taken back to Step 2.

- Check to make sure your User ID is all in caps.
- Double check that you used the correct password. It should be 34 and your local zip code.
- If it still does not work call security because you may not be set up, or you may be using the wrong User ID.
- The security contact person is Linda Stuckey at (301)734-4972.

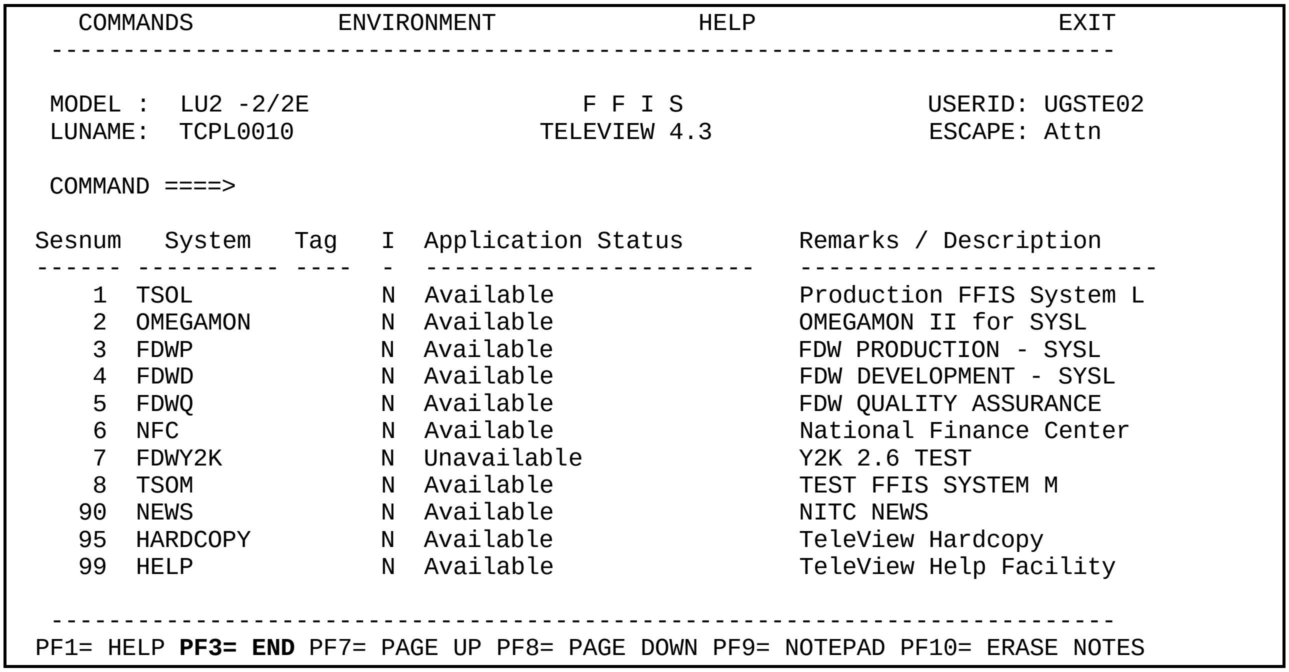
Step 4:



```
                   FFFFFFFFF   DDDDDDD     WW              WW
                   FF          DD     DD    WW            WW
                   FFFFF       DD     DD     WW    WW    WW
                   FF          DD     DD      WW   WW   WW
                   FF          DD     DD       WW W  W WW
                   FF          DDDDDDD          WW    WW

     ******   F I N A N C I A L   D A T A   W A R E H O U S E    ******

                 USERID ========> UXXXX##

                 PASSWORD ======> ########

                 NEW PASSWORD ==> ########

                 NEW PASSWORD ==> ########        <==== VERIFY NEW PASSWORD

                 TAKE SESSION ==>
<ENTER> PROCESS <PF1> HELP <PF2> TIME <PF3> END <PF4> TERMINAL <PF5> REFRESH

THE COMPUTER FRAUD AND ABUSE ACT OF 1986 PROVIDES PENALTIES FOR UNAUTHORIZED
ACCESS TO FEDERAL COMPUTERS OR FOR EXCEEDING AUTHORIZED PRIVILEGES.
```

4. <**Type**> your **User ID** and then the **password** your security contact person gave you or if you are resetting your ID use your old password. Then <**type**> your **new** 6-8 digit password where it says **New Password**. Remember to type in your **New Password** again. We suggest that you choose a password that matches your FFIS logon password and one that contains 1 or 2 numbers. Press <**enter**>.

Step 5:



```
    COMMANDS          ENVIRONMENT             HELP                    EXIT
  --------------------------------------------------------------------------

  MODEL :  LU2 -2/2E                   F F I S                USERID: UGSTE02
  LUNAME:  TCPL0010                 TELEVIEW 4.3              ESCAPE: Attn

  COMMAND ====>

 Sesnum   System   Tag   I  Application Status        Remarks / Description
 ------ ---------- ----  -  -----------------------   -------------------------
     1  TSOL             N  Available                 Production FFIS System L
     2  OMEGAMON         N  Available                 OMEGAMON II for SYSL
     3  FDWP             N  Available                 FDW PRODUCTION - SYSL
     4  FDWD             N  Available                 FDW DEVELOPMENT - SYSL
     5  FDWQ             N  Available                 FDW QUALITY ASSURANCE
     6  NFC              N  Available                 National Finance Center
     7  FDWY2K           N  Unavailable               Y2K 2.6 TEST
     8  TSOM             N  Available                 TEST FFIS SYSTEM M
    90  NEWS             N  Available                 NITC NEWS
    95  HARDCOPY         N  Available                 TeleView Hardcopy
    99  HELP             N  Available                 TeleView Help Facility

  --------------------------------------------------------------------------
 PF1= HELP PF3= END PF7= PAGE UP PF8= PAGE DOWN PF9= NOTEPAD PF10= ERASE NOTES
```

5. Once you reach this screen, you have successfully completed changing your password. Immediately press <**F3**> (function key 3), and close the program down. The **X** on the upper right hand corner is the easiest method to close the program.

CHAPTER 11
FDW Reports

Report Descriptions

The fdw.usda.gov web site contains many useful reports for analyzing financial data. The following are a list of reports, the report information, and the status.

SPENDING REPORTS:

- **Accounting Code Summary by BOC (ACSB)** shows the Current Month Obligations, Quarter to Date Obligations, Year to Date Obligations, and FY 2001 to Date Obligations sorted by Major Budget Object Class (BOC) for each program you select. This report replaced the old A1 Report in CAS.

  QUIRK: The user must pull the latest closed month at a time to get the year to date balance for a chosen month.

  STATUS: The Project to date field does not currently work. Also this report can not be used for prior year analysis because the amounts are overstated by the Beginning Balance (BB) documents.

- The **Detail Transaction Report (DTR)** gives a detail list of all transactions occurring during a specified time period (except those processing from the Payroll Accounting System (PACs) feeder). The report subtotals on BOC, Major BOC and Program.

  QUIRKS: Payroll from the PACS feeder system is not on the DTR. PACS rolls the amounts to a higher level and does not give you the detail on each transaction. The DTR contains all BOC's greater then 1000 except for anything coming through the PACS system.

  The DTR will show any BOC greater than 1100 that comes from any feeder system other than PACS. If you add the amounts in BOC 1100-1200 from the DTR and the Detail Payroll Register by Employee (DPR1), it should add up to the Accounting Code Summary by BOC (ACS1) minus the BOC 1199. BOC 1199 is an estimate/accrual of payroll and reverses out at the next accounting period.

  The DTR does have document date and sorts the information in the report by these dates.

  Note: Revenue appears on a separate report under Collections.

  STATUS: The DTR has no problems at this time.

- The **Detail Transaction Report by Document Date (DTRDD)** gives a detail list of all transactions occurring during a specified time period (except those processing from the Payroll Accounting System (PACs) feeder). The report is the same as the DTR except that Feeder System has been removed and Document is printed on the report. The report subtotals on BOC, Major BOC and Program.

  QUIRKS: You must choose either one or more Fiscal Month(s) or choose two Document Dates to get everything between those dates. You can ignore either Fiscal Month or Document Date but you must choose one of these.

  STATUS: The DTRDD has no problems at this time.

- The **Travel Report Summarized by Traveler's Name (TRSTN)** gives a detail list of all travel transactions occurring during a specified time period. The report subtotals on Document Number and Program. The report tells you who traveled and when. If the person has traveled on multiple trips during the month, the report will show you each travel date and the total for those dates.

  QUIRKS: This report does not contain VADERS transactions or relocations.

  STATUS: The TRSTN has no problems at this time.

- **The Obligation Summary Report (OSR)** pulls summary data, which includes Revenue, Reimbursements, YTD Obligations, and YTD Disbursements, grouped by Program and Major BOC. This report shows all Collections and Accounts Receivables. The OSR subtotals on Reporting Category, Fund and Division. This report replaced the OBSUM report in CAS.

  QUIRK: Must pull only one month at a time. Also remember the BOC 1199 is included in the Major BOC 1100. BOC 1199 is an estimate/accrual of payroll and reverses out at the next accounting period.

  STATUS: The OSR can't be pulled for more then one FY. Your information will be overstated by the Beginning Balance which is in period 00 for *prior* BFY. There is a OSR for prior year analysis available from the BEST team. The report removes the Beginning Balances and gives you a clear picture of your prior year obligations.

- The **Status of Funds Extract (SOF)** is a report used by the status of funds' system that many programs are using. If you aren't using the SOF program, you won't need this report.

  QUIRK: Can pull all Budget Fiscal Years but the SOF system will only download the current budget fiscal year because it doesn't process prior BFY information. The report will not show the negative sign on the hours. The hours have the same sign as the money. Negative money usually has zero hours.

  STATUS: The SOF extract has no problems at this time.

- The **Unliquidated Obligations History Report (UOH)** shows obligations and payments made for documents that still have an open or unliquidated amount. The UOH replaced the Contract Payment History report.

  QUIRK: You need to know your transaction codes to use the report effectively.

  STATUS: The UOH is being worked on. A new updated version will be available that allows you to see Purchase Orders Type 40 on a separate report. It currently does not correctly reflect the processing of GA, EA and VA documents on 40 type purchase orders. They are not properly liquidating each other. If you have a DTR that does not match your UOH, the DTR is more accurate in showing disbursement status.

PAYROLL REPORTS:

- The **Payroll Report by Pay Period (PRPP)** shows each employee by pay period and sub totaled by hours, regular pay, other pay, overtime, differential and benefits. The grand total amount paid by the agency is totaled by person by pay period. The report is totaled by Org. Level 1 and Budget FY.

  QUIRK: The PRPP only shows payroll activity processed in the PACS System. The report does not include Foreign Service allowances processed though Minneapolis and International Services' VADR's, for example. If you want certain Pay Periods then ignore the month and select the pay periods. If you want all activity that has happened within a month then select the month and ignore the Pay Period. This will give you all the corrected T&A's that were done in the accounting period.

  STATUS: The PRPP has no problems at this time.

- The **Payroll Report by SSN and BOC (PRSB)** gives a breakout of salaries and benefits by BOC, sub-totaled by hours, regular pay, other pay, overtime, differential and benefits. This report allows you to query on SSN, so you can look up just the people you need.

  QUIRK: The PRSB allows you to look at PP20 in FY 2000. If you want certain Pay Periods for each employee then ignore the month and select the pay periods. If you want all activity that has happened within a month then select the month and ignore the Pay Period. This will give you all the corrected T&A's that were done in the accounting period.

  STATUS: The PRSB has no problems at this time.

- The **Payroll Report by Name and Pay Period (PRSNP)** shows an employee and all pay period corresponding to him/her, sub totaled by hours, regular pay, other pay, overtime, differential and benefits. The grand total amount paid by the agency is totaled by person by pay period. The report is totaled by Org. Level 1 and Budget FY.

  QUIRK: The PRSNP only shows payroll activity processed in the PACS System. The report does not include Foreign Service allowances processed though Minneapolis and

International Services' VADR's, for example. If you want certain Pay Periods then ignore the month and select the pay periods. If you want all activity that has happened within a month then select the month and ignore the Pay Period. This will give you all the corrected T&A's that were done in the accounting period.

STATUS: The PRSNP has no problems at this time.

Note: The Payroll report headers contains the following BOC's:
Regular Pay is BOC 1100 through 1149 and 1181.
Overtime is BOC 1170 through 1180.
Differential is BOC 1160 through 1169, 1192, and 1182.
Benefits are BOC 1200 through 1298 and 1300 through 1399.
Other Pay is BOC 1150 through 1159, 1183 through 1198, 1400 through 1499, and 1000.

ACCOUNTS RECEIVABLE REPORTS:

- **Aged Receivables by Vendor Code (ARVC)** This report tracks delinquent debt information by vendor code. The report is utilized by the Accounts Receivable Team to identify debtors that may need special emphasis

- **Aged Receivables by Vendor Name (ARVN)** This report tracks delinquent debt information by vendor name. The report is utilized by the Accounts Receivable Team to reveal debtors that may need special emphasis. It is sorted by vendor name for distribution to the debt management specialist responsible for monitoring the account(s).

- **Appeals Report by Location (APRL)** This report tracks billing documents that are in appeal status. It is sorted by location and is distributed to the field office responsible for reconciling the disputed document(s).

- **Appeals Report by Vendor (APRV)** This report tracks billing documents that are in appeal status. It is sorted by vendor name for distribution to the debt management specialist responsible for monitoring the account

- **Cash Receipts Inquiry (CRI)** This report tracks information of a payment based on the check number, bank account number, or dollar amount of the check as provided by a vendor.

- **Credit Balances Report by Vendor Code (CBRVC)** This report identifies vendors that have a credit balance on their account. The Accounts Receivable Team uses this information to further identify accounts in need of reconciliation or possible refund.

- **Credit Balances Report by Vendor Name (CBRVN)** This report identifies vendors that have a credit balance on their account. The Accounts Receivable Team uses this information to further identify accounts in need of reconciliation or possible refund. The report is sorted by vendor name for distribution to the debt management specialist responsible for monitoring the account.

- **Open Principle and Finance Charges (OPFC)** This report provides a current account summary of all open billing documents and finance charges owed by a vendor. The report can be run by AR Type and sorted by either vendor code or vendor name.

  STATUS: The OPFC is not available at this time.

- **Vendor Account Activity (VAA)** This report provides a summary of all activity for a vendor during a specified period of time. The Accounts Receivable Team utilizes this report to assist in reconciling accounts

COLLECTION REPORTS:

- **AQI Collections (AQI)**

  STATUS: The AQI report is currently unavailable.

- **Daily Collections (DC)** gives a list of collections made during the fiscal year between two dates regardless of budget fiscal year.

  QUIRK: The DC may not have the two dates to select so you have to type in the two dates with a comma separating them. **Pay close attention** to the Accounting Code column to know which Budget Fiscal Year the account is referring.

  STATUS: The DC has no problems at this time.

- **Revenue Reimbursables Detail Report (RRDR)** gives a list of all transactions that are either Collected Reimbursable/Revenue and/or Receivable Revenue/Reimbursable.

  QUIRK: The RRDR will only show transactions that have been collected or set up as a receivable (billed). If that has not occurred, no data will show up on the report. Remember, if you are looking for the obligations, you must go to the DTR.

  The RRDR on the web does not contain TC “NO”, which are refunds for canceled orders. These documents are data entered by Minneapolis. The BEST team currently has a report that pulls this information and this change will be made to the report on the web.

  STATUS: The RRDR does not contain Transaction Code NO. Therefore your revenue will be overstated if your program code contains these types of transactions.

- The **APHIS Revenue/Reimbursable Report Summary by Month (ARRS)** shows Monthly Obligations, Monthly Collected Reimbursements, Monthly Collected Revenue, Monthly Receivable Revenue, and Monthly Receivable Reimbursable by program. The report is subtotaled by Reporting Code, Org Level 1, and Fund.

  QUIRK: The ARRS report is a monthly report. If you want **Year to Date** you should choose all months. The report does not contain NO documents so the summary is overstated by that amount. This change will have to be done by NFC and will entail an enhancement to the system.

STATUS: The ARRS has no problems at this time.

Note: The ARRS and the RRDR (revenue/reimb) reports contains all the BOC's from 0001 through 0999.

GENERAL LEDGER:

- **Trial Balance (TRBL)** This report is used by accountants in the Financial Management Division but is available to all users. The report shows the financial amounts hitting the different General Ledger accounts by Treasury Symbol.

  QUIRK: The TRBL report was designed for high level Agency reporting and has no details.

  STATUS: The TRBL is currently being worked on, it works fine but it is being updated.

OTHER:

- The **Accounting Code Summary Allocation/Funds Availability (AFA)** shows the Allocation amount, YTD Collections and Receivables, YTD Obligations, and Availability (Unobligated Balance) by Treasury symbol. The report can be run for one program code, a fund and/or a division.

  QUIRK: The AFA report was designed for high level Agency reporting and has no details.

  STATUS: The AFA has no problems at this time.

- The **T1 Area Trust - Reimbursement Fund Statement (TRPR)** gives information that was on the old T1 report in CAS.

  STATUS: An Alternative reporting system is under development.

- The **T2 Area Trust Summary (TRSR)** gives information that was on the old T2 report in CAS.

  STATUS: An Alternative reporting system is under development.

E-mailed only:

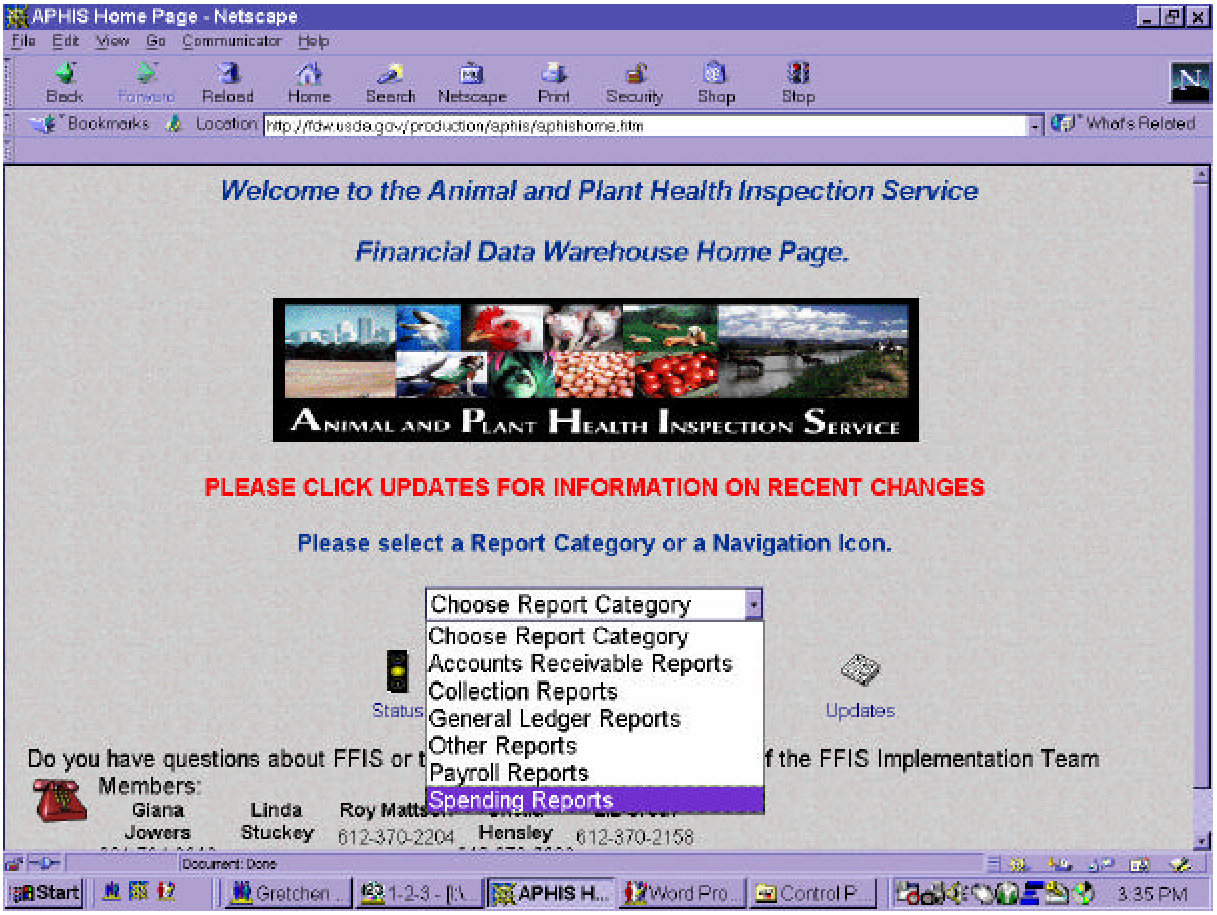
These reports were sent out in the past year by e-mail. If you did not receive the e-mail and want a copy of one of these reports, please contact Stacye Teachman at 301-734-8251.

- **UTVN** contains all the utility charges.
- **Unliquidated Obligation Certification report** is similar to the old Contract Payment History Report.
- **MO/DD Report** that only shows these types of Transaction Codes.
- **TELE Report** contains all the telephone charges with account numbers referenced.
- **NORRDR** contains only Transaction Code NO, Trans Type RA and RR which are canceled/refunded revenue.
- **Summarized OSR** allows you to run one BFY and see all obligations across Fiscal Years without the Closing Entries (CE) and Beginning Balances(BB).

DETAIL TRANSACTION REPORT (DTR) INSTRUCTIONS

- Follow the instructions on accessing the web site using “INSTRUCTIONS TO ENTER FINANCIAL DATA WAREHOUSE WEB SITE”.
- The report you will be pulling of the web is similar to the Detail Transaction Report used in the old financial system. The report is web based and you will be updating the data every time you pull the report. The database is updated nightly, so theoretically you can run this report every day to see what transactions have hit since the last cycle.

Step 1:


APHIS Home Page - Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks Location http://fdw.usda.gov/production/aphis/aphishome.htm
What's Related
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
Choose Report Category
Choose Report Category
Accounts Receivable Reports
Collection Reports
General Ledger Reports
Other Reports
Payroll Reports
Spending Reports
Status
Updates
Document: Done
Start
Gretchen
1-2-3 - [\
APHIS H...
Word Pro...
Control P...
3:35 PM

Welcome to the Animal and Plant Health Inspection Service

Financial Data Warehouse Home Page.

PLEASE CLICK UPDATES FOR INFORMATION ON RECENT CHANGES

Please select a Report Category or a Navigation Icon.

Do you have questions about FFIS or t f the FFIS Implementation Team Members:

Giana Jowers

Linda Stuckey

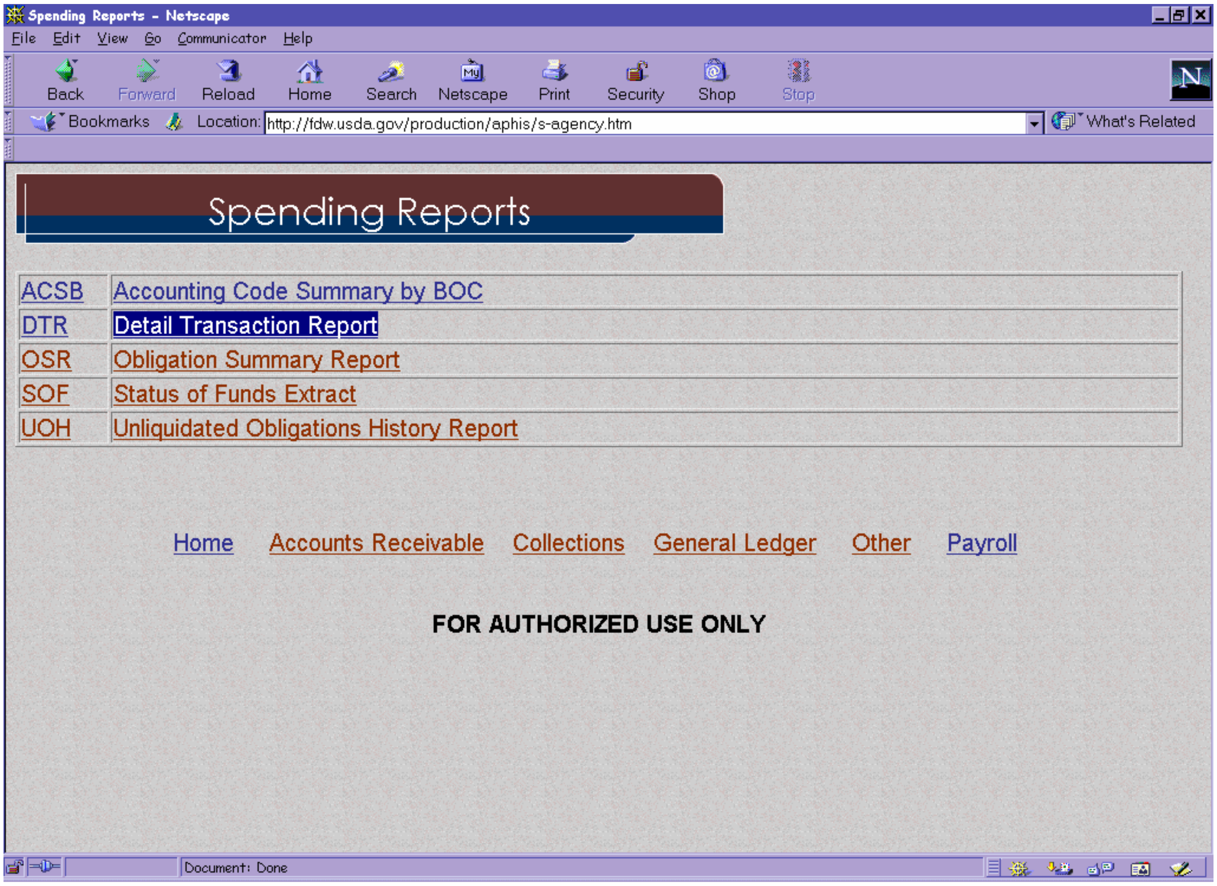
Roy Matt

Hensley 612-370-2204

612-370-2158

1. <**Click**> on “**Spending Reports**”. This is where the Detail Transaction Report (DTR) is located.

Step 2:

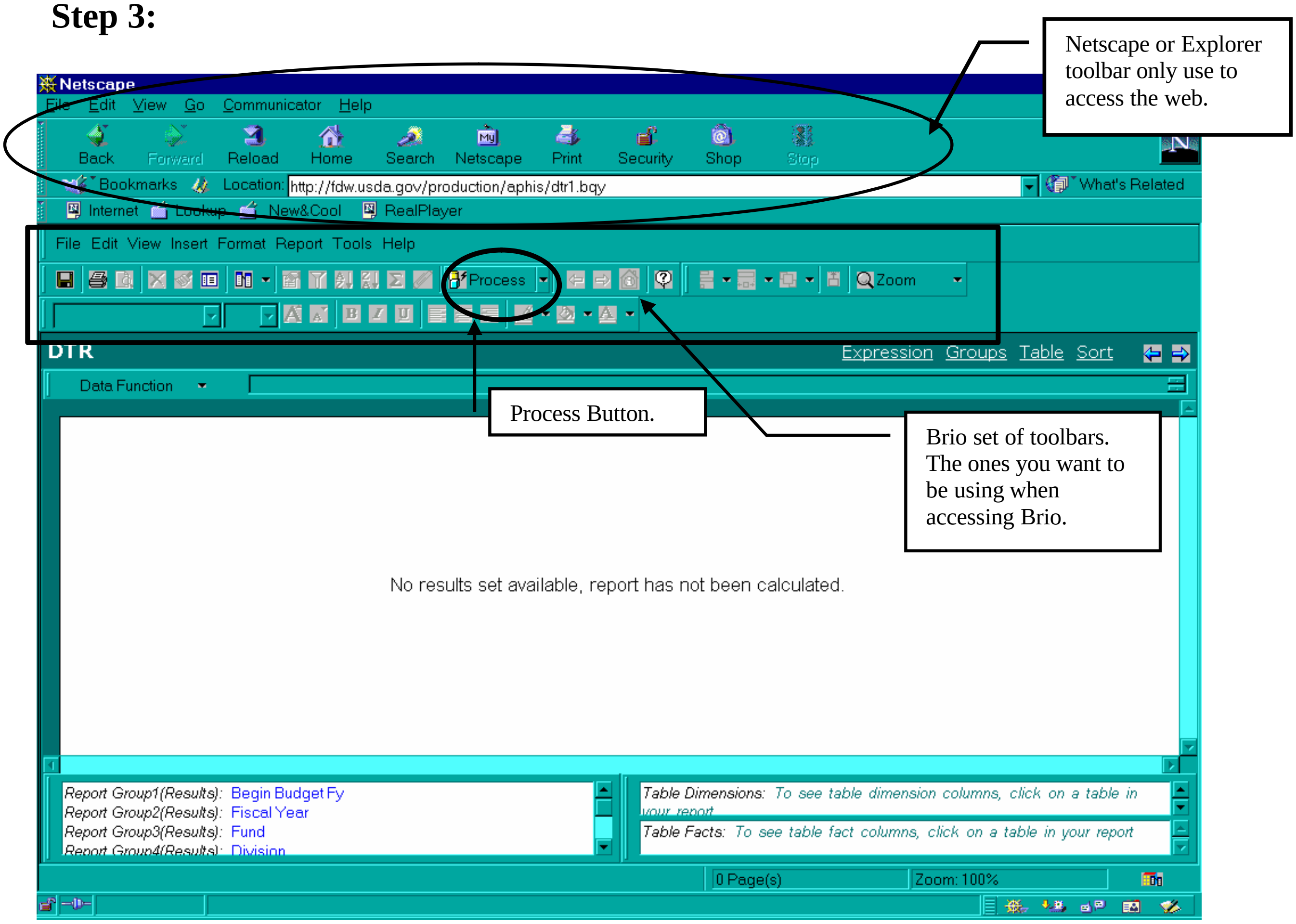

Spending Reports - Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks Location: http://fdw.usda.gov/production/aphis/s-agency.htm
What's Related
Spending Reports

ACSB	Accounting Code Summary by BOC
DTR	Detail Transaction Report
OSR	Obligation Summary Report
SOF	Status of Funds Extract
UOH	Unliquidated Obligations History Report

Home Accounts Receivable Collections General Ledger Other Payroll
FOR AUTHORIZED USE ONLY
Document: Done

2. <**Click**> on the **Detail Transaction Report**. This will automatic load your Brio plug-in application. You will either have Brio Quickview or Insight.

Step 3:


Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks Location: http://fdw.usda.gov/production/aphis/dtr1.bqy
What's Related
Internet Lookup New&Cool RealPlayer
File Edit View Insert Format Report Tools Help
Process
Zoom
DTR
Expression Groups Table Sort
Data Function
0 Page(s)
Zoom: 100%

Netscape or Explorer toolbar only use to access the web.

Process Button.

Brio set of toolbars. The ones you want to be using when accessing Brio.

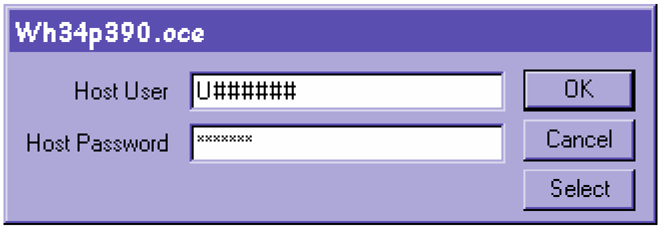
No results set available, report has not been calculated.

Report Group1(Results): Begin Budget Fy
Report Group2(Results): Fiscal Year
Report Group3(Results): Fund
Report Group4(Results): Division

Table Dimensions: To see table dimension columns, click on a table in your report
Table Facts: To see table fact columns, click on a table in your report

3. <**Click**> on the **Process button** on the second set of tool bars. The first set of tool bars are to run Netscape and the second set is for the Brio program. From this point on all Buttons discussed will be the ones for Brio.

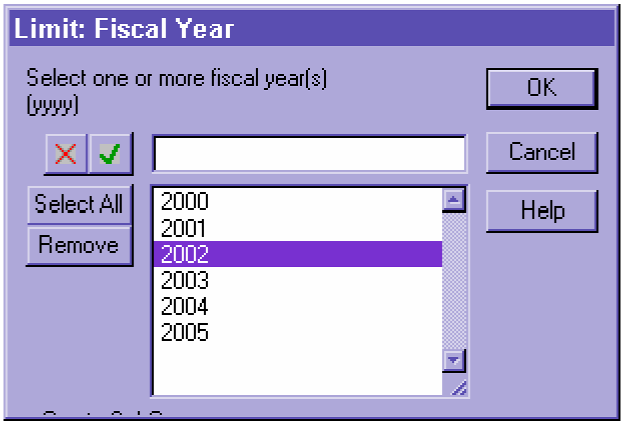
Step 4:


Wh34p390.oce
OK
Cancel
Select

Host User U#######
Host Password *******

4. You will then have to connect to warehouse. At the "Host User" <**type**> in your **User ID number**. At the "Host Password" <**type**> your password for the Data warehouse. Press <**enter**> when finished. (The password you modified at the Kansas City Warehouse.)

Step 5:

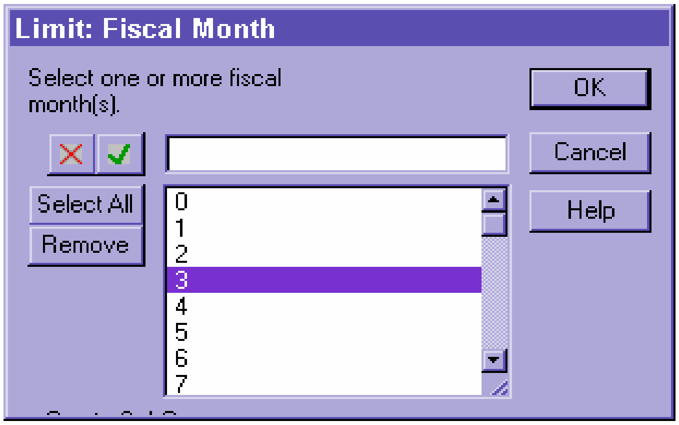

Limit: Fiscal Year

Select one or more fiscal year(s) (yyyy)

OK
Cancel
Help
Select All
Remove
2000
2001
2002
2003
2004
2005

5. <**Click**> on the year. <**Click**> OK buttons. Fiscal Year 2002 will give you all documents that ran in the current year. You will receive prior year information that was paid during this Fiscal Year.

Step 6:

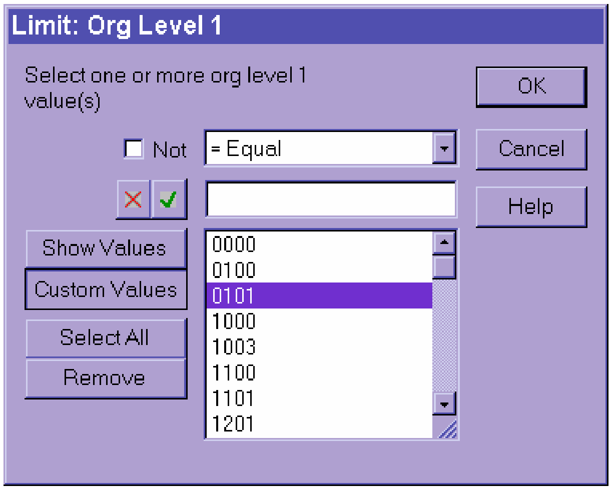

Limit: Fiscal Month

Select one or more fiscal month(s).

OK
Cancel
Help
Select All
Remove
0
1
2
3
4
5
6
7

6. Select the months or months desired. <**Click**> on the month, and <**click**> on the OK button. Picking one month will give the data for that month only. Remember in this system month one is October, month two is November etc.. until month twelve which is September. To <**click**> more than one item use the **shift key** which highlights one continuous group or use the **Control** (CTRL) **key** which allows you to pick up non consecutive items.

Step 7:


OK
Cancel
Help
Show Values
Custom Values
Select All
Remove

Limit: Org Level 1

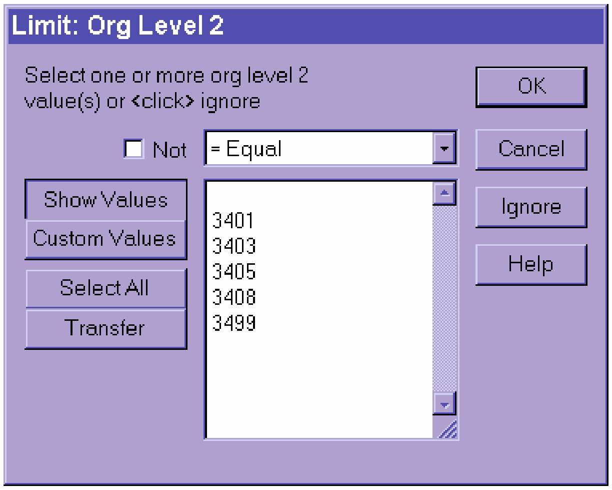
Select one or more org level 1 value(s)

☐ Not = Equal

0000
0100
0101
1000
1003
1100
1101
1201

7. In reporting Org Level 1 <**click**> on your division or region. <**Click**> on the OK button. **Note: You can add organizations, Org Level 1 or Org Level 2 if the one you need is not listed. Simply enter the 4-digit organization code in the box above the list of codes. Click on the check mark to select the organization. Click <OK>**

Step 8:


OK
Cancel
Ignore
Help
Show Values
Custom Values
Select All
Transfer

Limit: Org Level 2

Select one or more org level 2 value(s) or <click> ignore

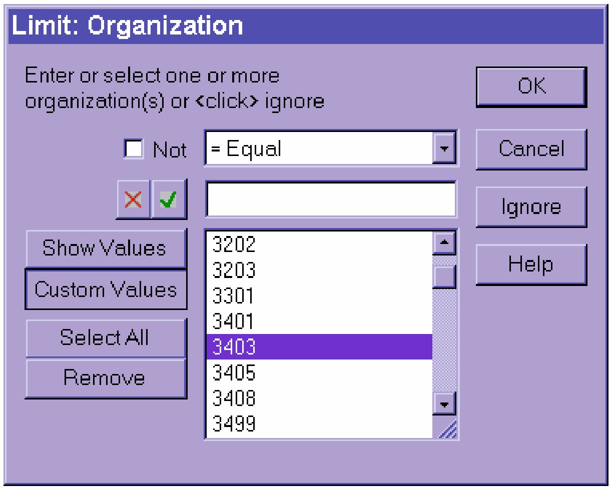
☐ Not = Equal

3401
3403
3405
3408
3499

8. <**Click**> on your **Reporting Org 2** which is your Branch or Area/State. <**Click**> on the OK button.

Note: you can also use the Ignore button if you don't want to specify to this level. Support Units should <click> Ignore.

Step 9:

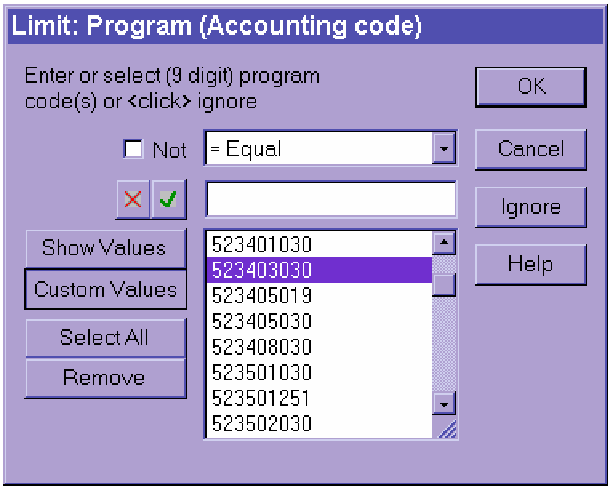

Limit: Organization

Enter or select one or more organization(s) or <click> ignore

OK
☐ Not
= Equal
Cancel
Ignore
Show Values
Custom Values
Select All
Remove
Help
3202
3203
3301
3401
3403
3405
3408
3499

9. <**Click**> on the **Organization** and <**click**> on the OK button. (Middle 4 digits of the program (accounting) code.)

Step 10:


Limit: Program (Accounting code)

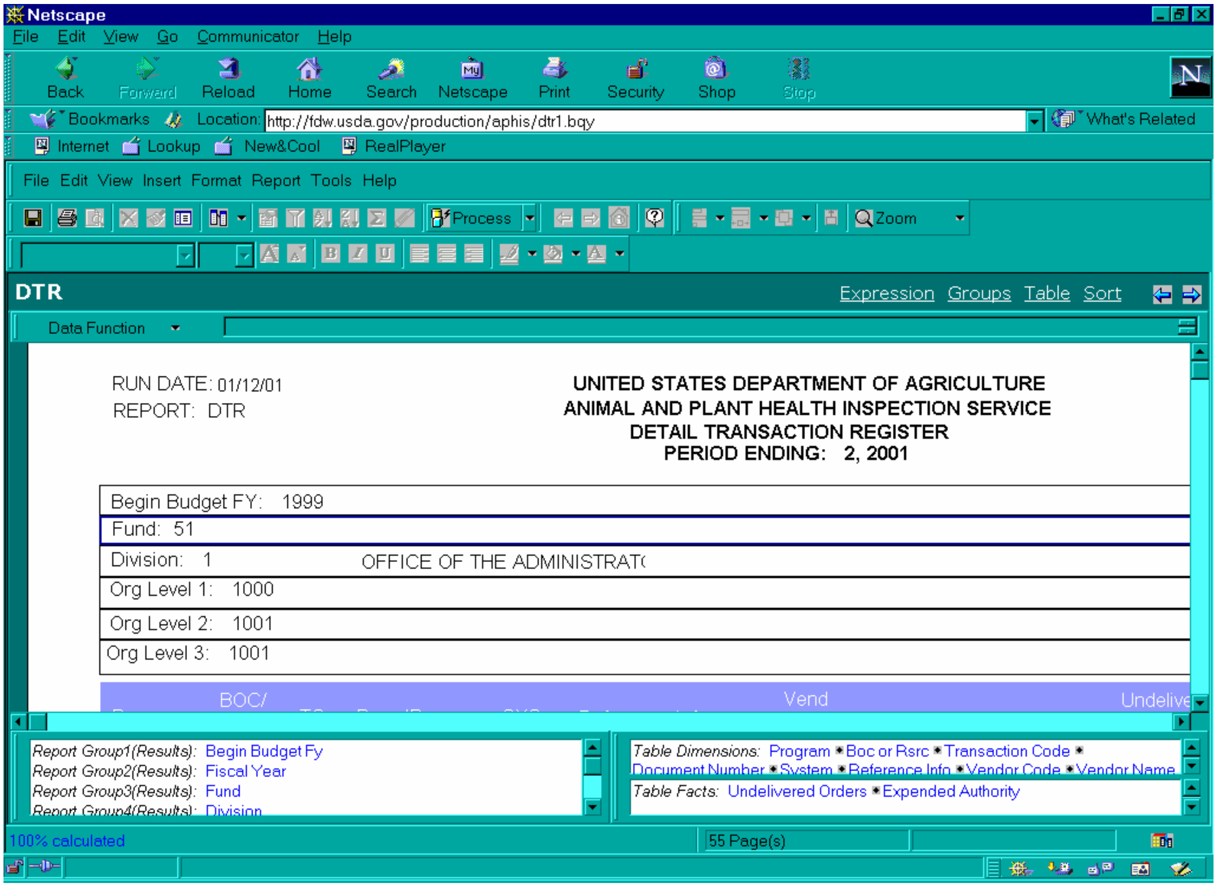
Enter or select (9 digit) program code(s) or <click> ignore

OK
☐ Not
= Equal
Cancel
Ignore
Show Values
Custom Values
Select All
Remove
Help
523401030
523403030
523405019
523405030
523408030
523501030
523501251
523502030

10. <**Click**> on the **Program(s)** which is the Accounting code minus the Budget Fiscal Year. <**Click**> on the OK button.

Note: you can also use the Ignore button if you don't want to specify to this level if you are choosing more than one program code.

Step 11:


Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks
Location:
What's Related
Internet Lookup New&Cool RealPlayer
File Edit View Insert Format Report Tools Help
Process
Zoom
DTR
Expression Groups Table Sort
Data Function
BOC/
Vend
Undelive

Location: http://fdw.usda.gov/production/aphis/dtr1.bqy

RUN DATE: 01/12/01
REPORT: DTR

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
DETAIL TRANSACTION REGISTER
PERIOD ENDING: 2, 2001

Begin Budget FY: 1999
Fund: 51
Division: 1 OFFICE OF THE ADMINISTRAT
Org Level 1: 1000
Org Level 2: 1001
Org Level 3: 1001

Report Group1(Results): Begin Budget Fy
Report Group2(Results): Fiscal Year
Report Group3(Results): Fund
Report Group4(Results): Division

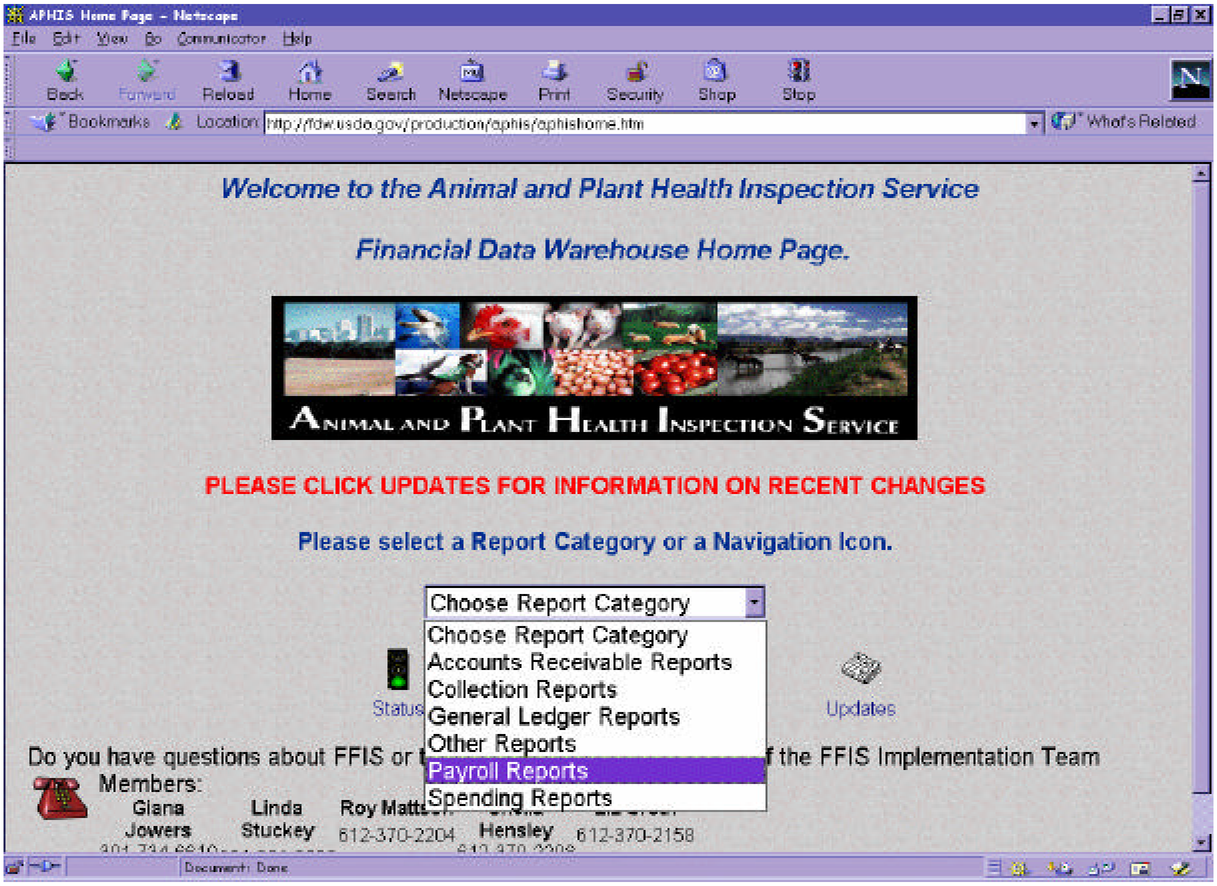
Table Dimensions: Program • Boc or Rsrc • Transaction Code • Document Number • System • Reference Info • Vendor Code • Vendor Name
Table Facts: Undelivered Orders • Expended Authority

100% calculated
55 Page(s)

11. You have successfully pulled up a DTR.

PAYROLL REPORT BY PAY PERIOD (PRPP) INSTRUCTIONS

- Follow the instructions on accessing the web site using "INSTRUCTIONS TO ENTER FINANCIAL DATA WAREHOUSE WEB SITE".
- The report is web based and the data updates every time you run the report. The database is updated nightly, but payroll is run only every 2 weeks.


APHIS Home Page - Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks Location: http://fdw.usda.gov/production/aphis/aphishome.htm
What's Related
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
Choose Report Category
Choose Report Category
Accounts Receivable Reports
Collection Reports
General Ledger Reports
Other Reports
Payroll Reports
Spending Reports
Status
Updates
Glana Jowers
Linda Stuckey
Roy Matts
612-370-2204
Hensley
612-370-2158
Document: Done

Welcome to the Animal and Plant Health Inspection Service

Financial Data Warehouse Home Page.

PLEASE CLICK UPDATES FOR INFORMATION ON RECENT CHANGES

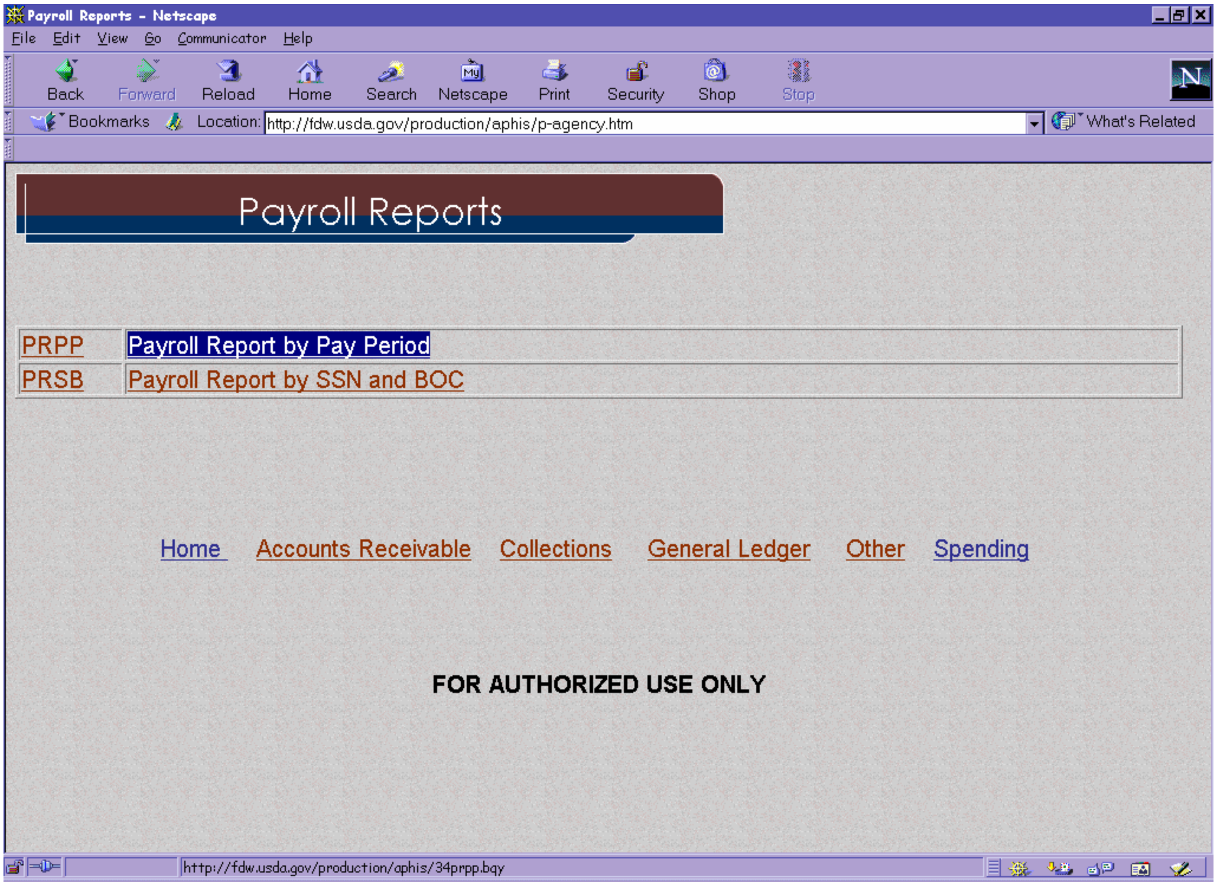
Please select a Report Category or a Navigation Icon.

Do you have questions about FFIS or t f the FFIS Implementation Team Members:

Step 1:

1. <**Click**> on "**Payroll Reports**". This is where the Payroll Report by Pay Period (PRPP) is located.

Step 2:


Payroll Reports - Netscape
File
Edit
View
Go
Communicator
Help
Back
Forward
Reload
Home
Search
Netscape
Print
Security
Shop
Stop
Bookmarks
Location: http://fdw.usda.gov/production/aphis/p-agency.htm
What's Related
http://fdw.usda.gov/production/aphis/34prpp.bqy

Payroll Reports

PRPP	Payroll Report by Pay Period
PRSB	Payroll Report by SSN and BOC

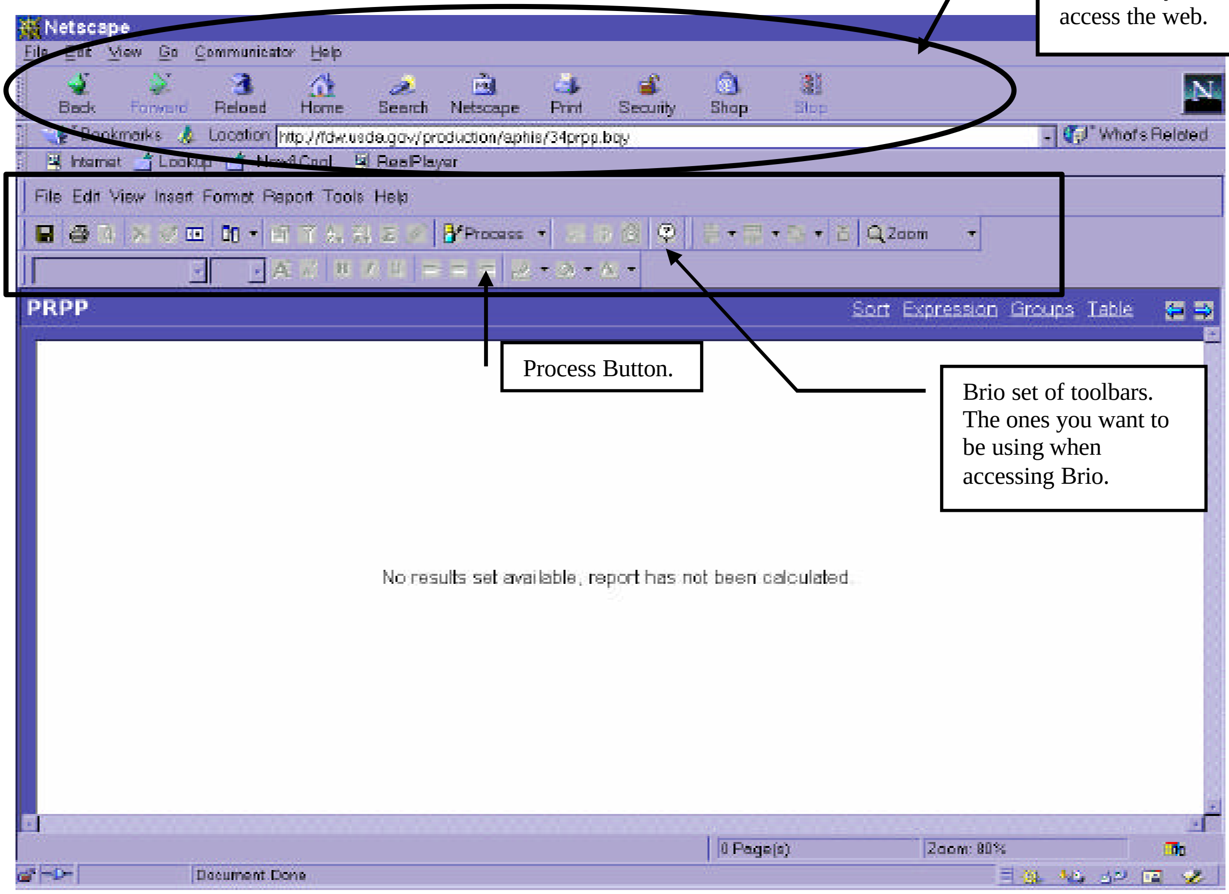
Home Accounts Receivable Collections General Ledger Other Spending

FOR AUTHORIZED USE ONLY

2. <**Click**> on the **Payroll Report by Pay Period**. This will automatically load your Brio plug-in application. You will either have Brio Quickview or Insight.

Note: There are two Payroll reports: the **Payroll Report by Pay Period (PRPP)** and the **Payroll Report by SSN and BOC (PRSB).**

Step 3:


Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks Location http://fdw.usda.gov/production/aphis/34prpp.bqy
What's Related
Internet Lookup New&Cool RealPlayer
File Edit View Insert Format Report Tools Help
Process
Zoom
PRPP
Sort Expression Groups Table
0 Page(s)
Zoom: 80%
Document Done

No results set available, report has not been calculated.

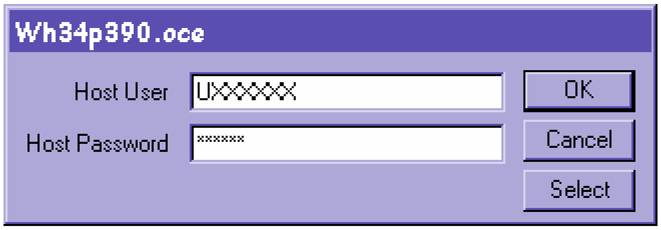
Netscape or Explorer toolbar only use to access the web.

Process Button.

Brio set of toolbars. The ones you want to be using when accessing Brio.

3. <**Click**> on the **Process button** on the second set of tool bars. The first set of tool bars are to run Netscape and the second set is for the Brio program. From this point on all Buttons discussed will be the ones for Brio.

Step 4:

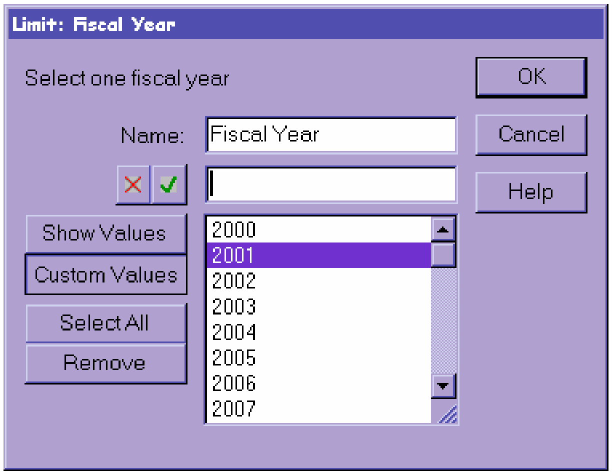

Wh34p390.oce
OK
Cancel
Select

Host User UXXXXXX

Host Password ******

4. You will then have to connect to warehouse. At the "Host User" <**type**> in your **User ID number**. At the "Host Password" <**type**> your password for the Data warehouse. Press <**enter**> when finished.

Step 5:


Limit: Fiscal Year

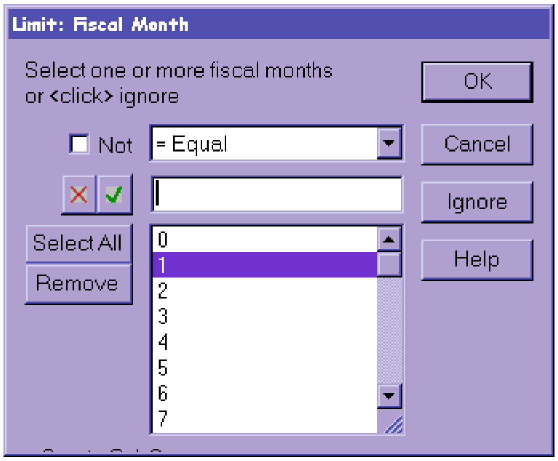
Select one fiscal year

Name: Fiscal Year

OK
Cancel
Help
Show Values
Custom Values
Select All
Remove
2000
2001
2002
2003
2004
2005
2006
2007

5. <**Click**> on the year. <**Click**> OK buttons.

Step 6:


Limit: Fiscal Month

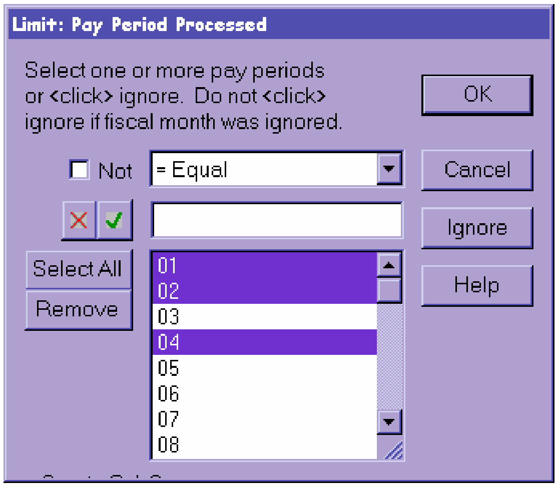
Select one or more fiscal months
or <click> ignore

☐ Not = Equal

OK
Cancel
Ignore
Help
Select All
Remove
0
1
2
3
4
5
6
7

6. We recommend that you <**Click**> **Ignore** here if you are going to be selecting pay periods. You must select either months or pay periods. If you choose to select a month, **<click>** the months or months desired, and <**click**> on the OK button.

Step 7:

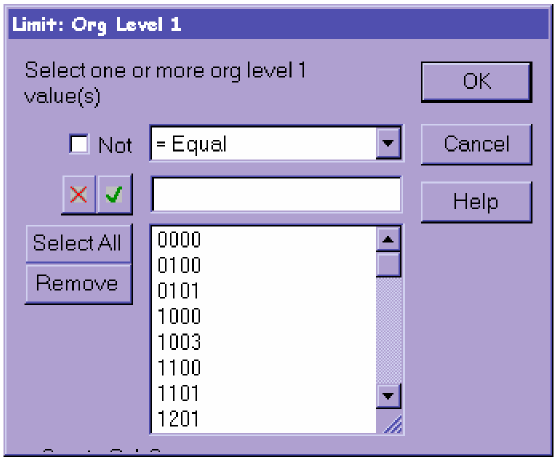

Limit: Pay Period Processed

Select one or more pay periods or <click> ignore. Do not <click> ignore if fiscal month was ignored.

OK
☐ Not
= Equal
Cancel
Ignore
Select All
Help
Remove
01
02
03
04
05
06
07
08

7. <**Click**> on the Pay Period Processed. <**Click**> on the OK button. If you chose to select a month, remember that your month and pay period should match up or you will not pull up any data. To <**click**> more than one item use the **shift key** which highlights one continuous group or use the **Control** (CTRL) **key** which allows you to pick up non consecutive items.

Step 8:

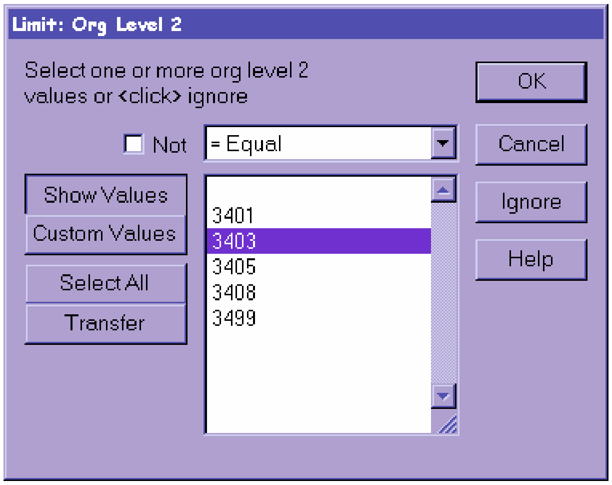

Limit: Org Level 1

Select one or more org level 1 value(s)

OK
☐ Not
= Equal
Cancel
Help
Select All
Remove
0000
0100
0101
1000
1003
1100
1101
1201

8. In reporting Org Level 1 <**click**> on your division or region. <**Click**> on the OK button.

Step 9.


Limit: Org Level 2

Select one or more org level 2 values or <click> ignore

☐ Not

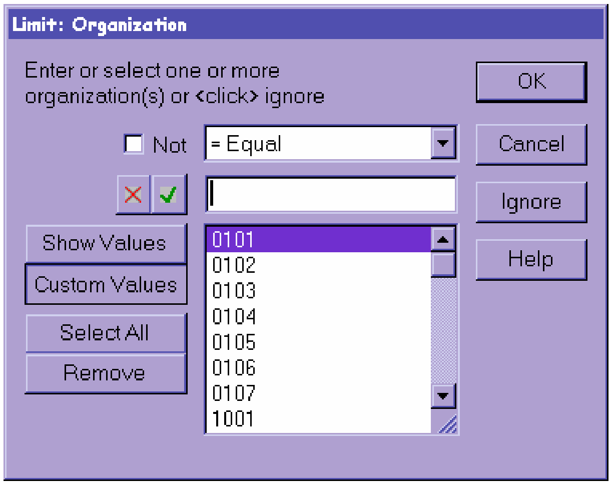
= Equal

3401
3403
3405
3408
3499

OK
Cancel
Ignore
Help
Show Values
Custom Values
Select All
Transfer

9. <**Click**> on your **Reporting Org 2** which is your Branch or Area/State. <**Click**> on the OK button.
Note: you can also use the Ignore button if you don't want to specify to this level. Support Units should <click> Ignore.

Step 10:


Limit: Organization

Enter or select one or more organization(s) or <click> ignore

☐ Not

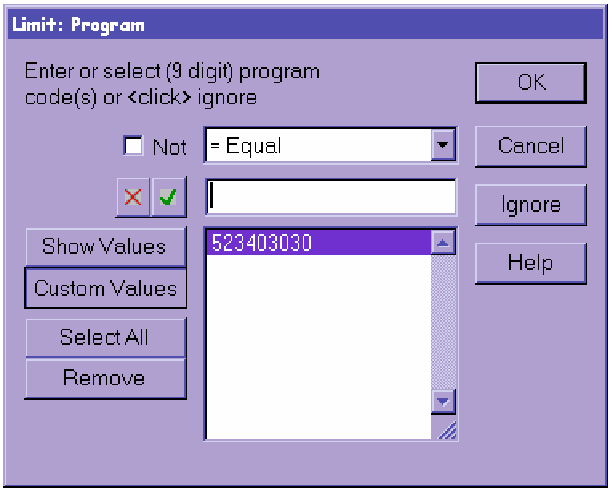
= Equal

0101
0102
0103
0104
0105
0106
0107
1001

OK
Cancel
Ignore
Help
Show Values
Custom Values
Select All
Remove

10. <**Click**> on the **Organization** and <**click**> on the OK button. (Middle 4 digits of the program (accounting) code.)
Note: you can also use the Ignore button if you don't want to specify to this level.

Step 11:


Limit: Program
OK
Cancel
Ignore
Help
Show Values
Custom Values
Select All
Remove

Enter or select (9 digit) program code(s) or <click> ignore

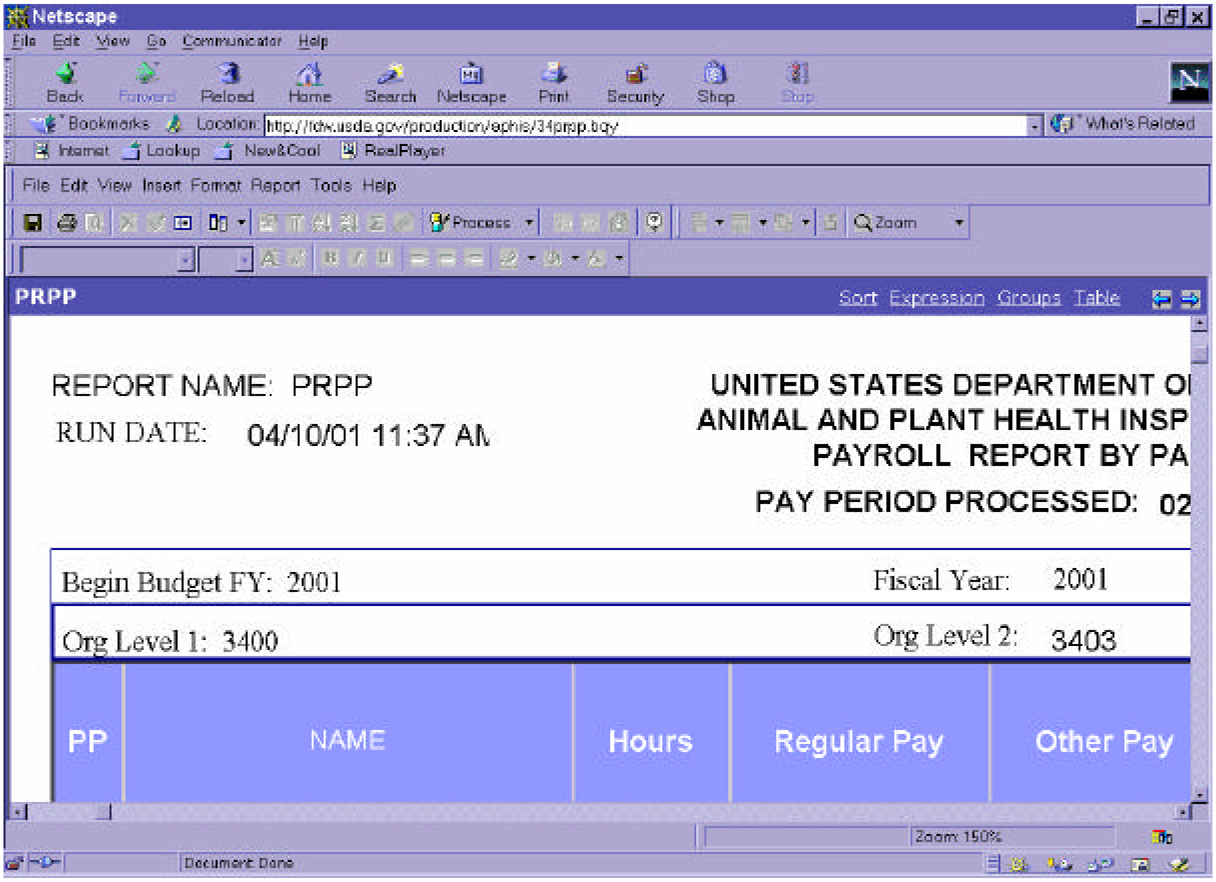
☐ Not = Equal

523403030

11. <**Click**> on the **Program(s)** which is the Accounting code minus the Budget Fiscal Year. <**Click**> on the OK button.

Note: you can also use the Ignore button if you don't want to specify to this level if you are choosing more than one program code.

Step 12:


Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks Location:
What's Related
Internet Lookup New&Cool RealPlayer
File Edit View Insert Format Report Tools Help
Process
Zoom
PRPP
Sort Expression Groups Table
Zoom: 150%
Document: Done

Location: http://tdw.usda.gov/production/aphis/34prpp.bqy

REPORT NAME: PRPP

RUN DATE: 04/10/01 11:37 AM

UNITED STATES DEPARTMENT O
ANIMAL AND PLANT HEALTH INSP
PAYROLL REPORT BY PA

PAY PERIOD PROCESSED: 02

Begin Budget FY: 2001 Fiscal Year: 2001

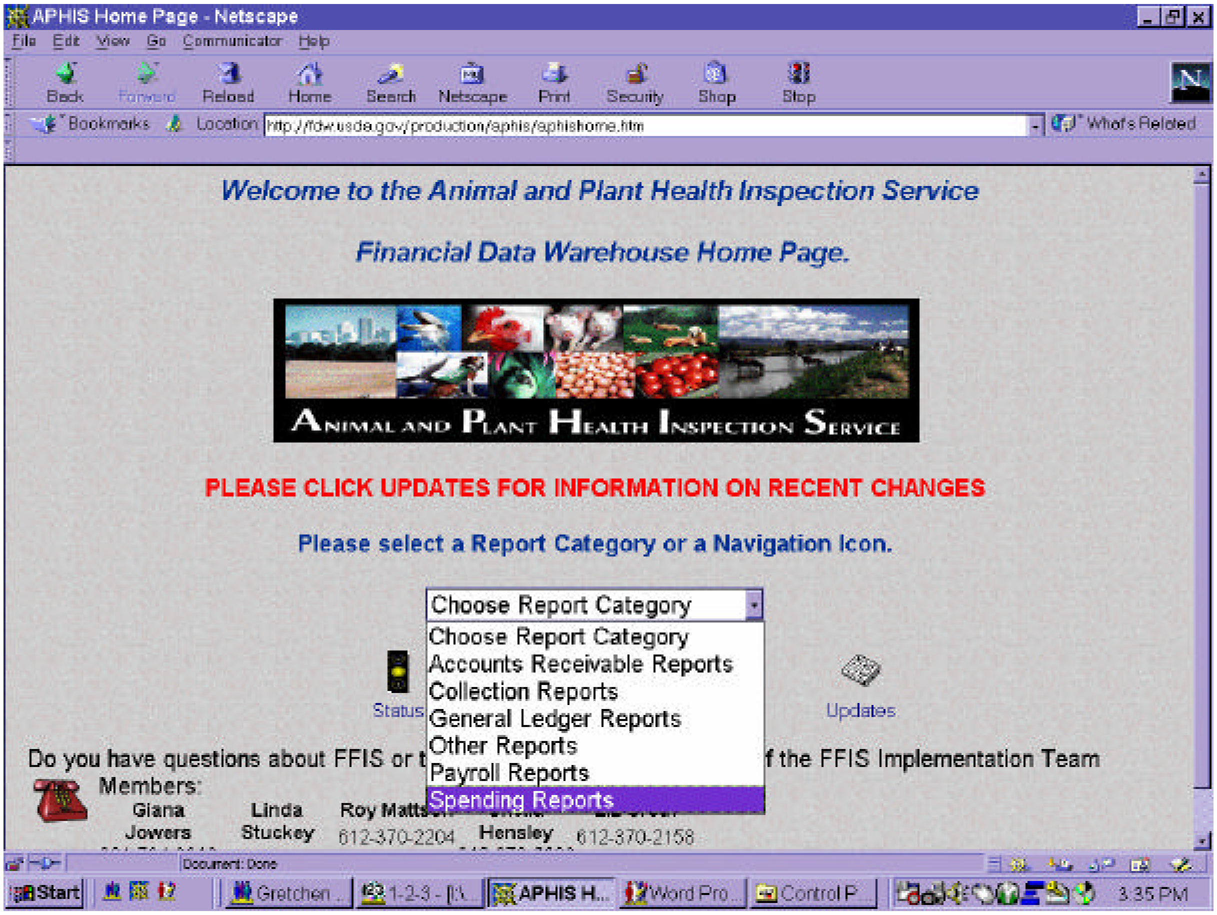
Org Level 1: 3400 Org Level 2: 3403

PP	NAME	Hours	Regular Pay	Other Pay

12. You have successfully pulled up a PRPP.

ACCOUNTING CODE SUMMARY BY BOC (ACSB) INSTRUCTIONS

- Follow the instructions on accessing the web site using “INSTRUCTIONS TO ENTER FINANCIAL DATA WAREHOUSE WEB SITE”.
- The report is web based and the data updates every time you run the report. The database is updated nightly, so theoretically you can run this report every day to see what transactions have hit since the last cycle.


APHIS Home Page - Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks Location: http://fdw.usda.gov/production/aphis/aphishome.htm
What's Related
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
Choose Report Category
Choose Report Category
Accounts Receivable Reports
Collection Reports
General Ledger Reports
Other Reports
Payroll Reports
Spending Reports
Status
Updates
Document: Done
Start
Gretchen
1-2-3 - [\
APHIS H...
Word Pro...
Control P...
3:35 PM

Welcome to the Animal and Plant Health Inspection Service

Financial Data Warehouse Home Page.

PLEASE CLICK UPDATES FOR INFORMATION ON RECENT CHANGES

Please select a Report Category or a Navigation Icon.

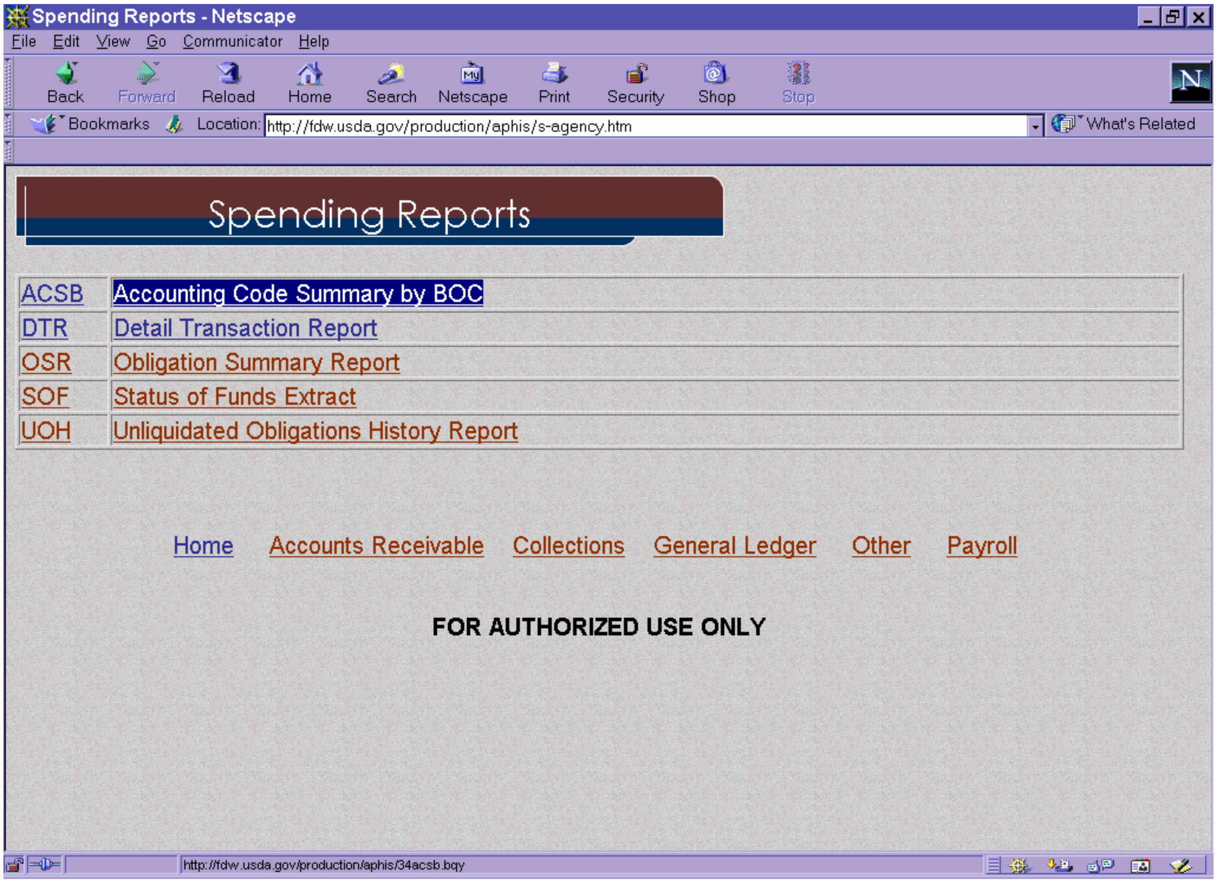
Do you have questions about FFIS or t f the FFIS Implementation Team Members:

Giana Jowers | Linda Stuckey | Roy Matts | Hensley
612-370-2204 | 612-370-2158

Step 1:

1. <**Click**> on “Spending Reports”. This is where the Accounting Code Summary by BOC (ACSB) is located.

Step 2:


Spending Reports - Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks
What's Related
Spending Reports
Home Accounts Receivable Collections General Ledger Other Payroll

Location: http://fdw.usda.gov/production/aphis/s-agency.htm

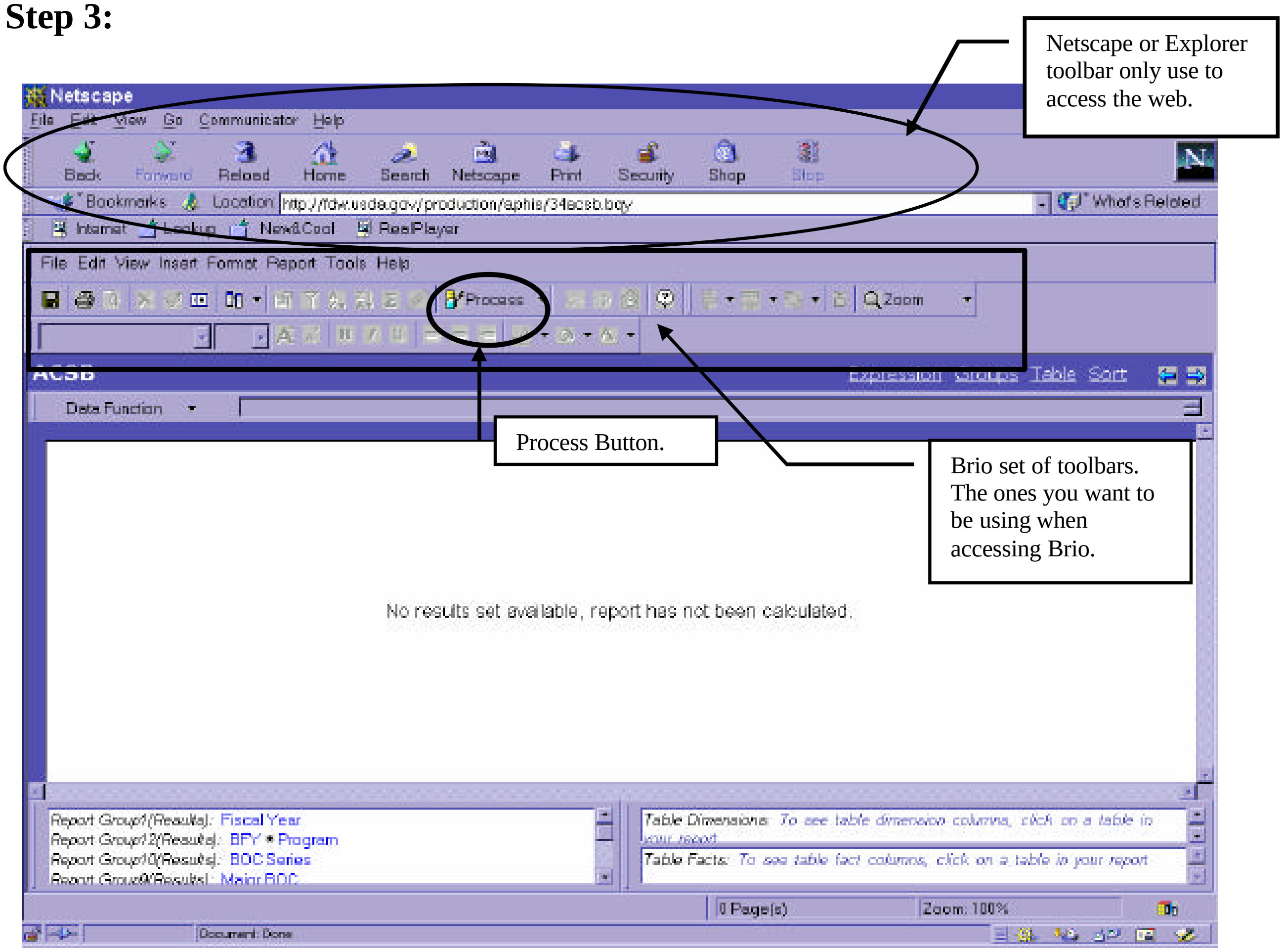
ACSB	Accounting Code Summary by BOC
DTR	Detail Transaction Report
OSR	Obligation Summary Report
SOF	Status of Funds Extract
UOH	Unliquidated Obligations History Report

FOR AUTHORIZED USE ONLY

http://fdw.usda.gov/production/aphis/34acsb.bqy

2. <**Click**> on the Accounting Code Summary by BOC. This will automatically load your Brioplug-in application. You will either have Brio Quickview or Insight.

Step 3:


Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks Location
What's Related
Internet Lookup New&Cool RealPlayer
File Edit View Insert Format Report Tools Help
Process
Zoom
ACSB
Expression Groups Table Sort
Data Function
0 Page(s)
Zoom: 100%
Document: Done

Location: http://fdw.usda.gov/production/aphis/34acsb.bqy

No results set available, report has not been calculated.

Report Group1(Results): Fiscal Year
Report Group12(Results): BFY * Program
Report Group10(Results): BOC Series
Report Group9(Results): Major BOC

Table Dimensions: To see table dimension columns, click on a table in your report

Table Facts: To see table fact columns, click on a table in your report

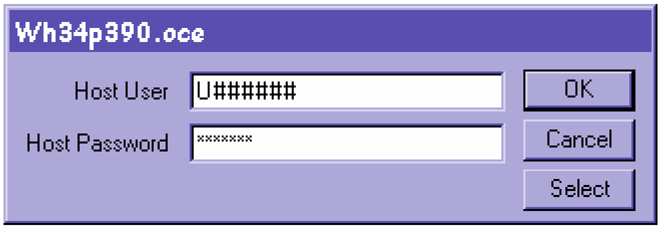
Netscape or Explorer toolbar only use to access the web.

Process Button.

Brio set of toolbars. The ones you want to be using when accessing Brio.

3. <**Click**> on the **Process button** on the second set of tool bars. The first set of tool bars are to run Netscape and the second set is for the Brio program. From this point on all Buttons discussed will be the ones for Brio.

Step 4:

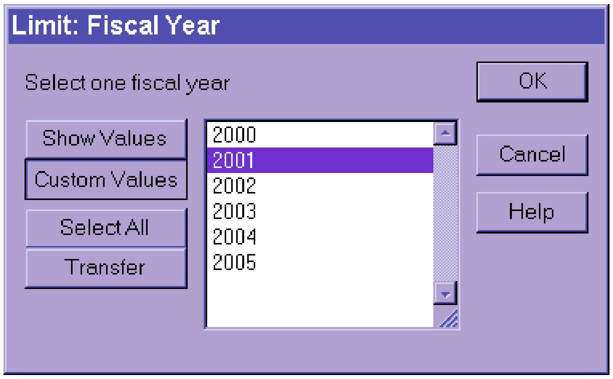

Wh34p390.oce
OK
Cancel
Select

Host User: U######

Host Password: *******

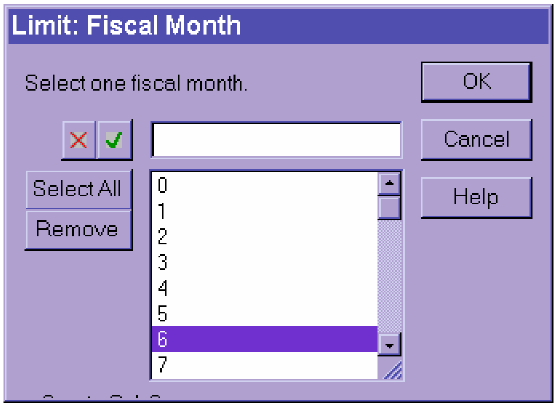
4. You will then have to connect to warehouse. At the "Host User" <**type**> in your **User ID number**. At the "Host Password" <**type**> your password for the Data warehouse. Press <**enter**> when finished. (The password you modified at the Kansas City Warehouse.)

Step 5:


Limit: Fiscal Year
Select one fiscal year
OK
Show Values
Custom Values
Select All
Transfer
2000
2001
2002
2003
2004
2005
Cancel
Help

5. <**Click**> on the year. <**Click**> OK buttons. Fiscal Year 2001 will give you all documents that ran in the current year. You will receive prior year information that was paid during this Fiscal Year.

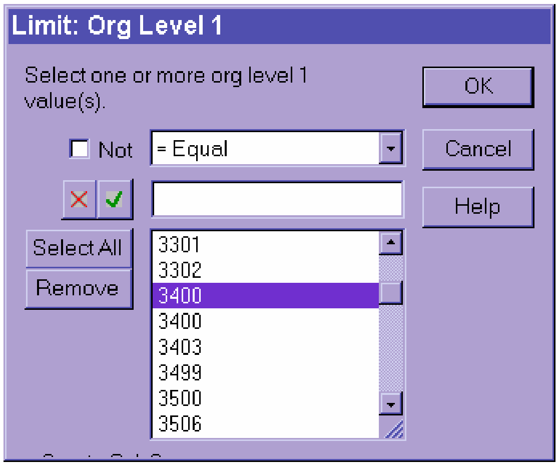
Step 6:


Limit: Fiscal Month
Select one fiscal month.
OK
Cancel
Select All
Remove
Help
0
1
2
3
4
5
6
7

6. <**Click**> on the month, and <**click**> on the OK button.

Note: This report gives you a cumulative Year to Date amount therefore selecting more than one month will cause double or triple the amounts to appear.

Step 7:

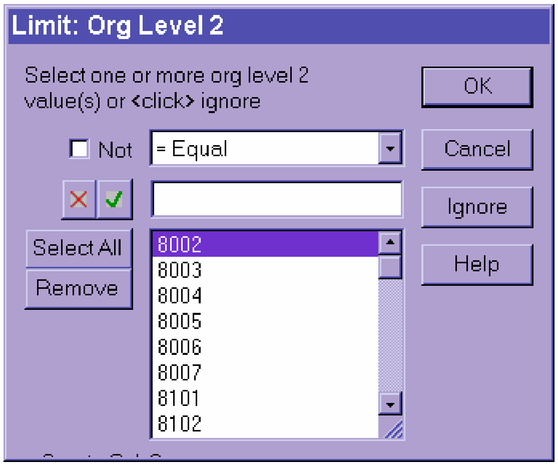

Limit: Org Level 1

Select one or more org level 1 value(s).

OK
☐ Not
= Equal
Cancel
Help
Select All
Remove
3301
3302
3400
3400
3403
3499
3500
3506

7. In reporting Org Level 1 <**click**> on your division or region. <**Click**> on the OK button.

Step 8:


Limit: Org Level 2

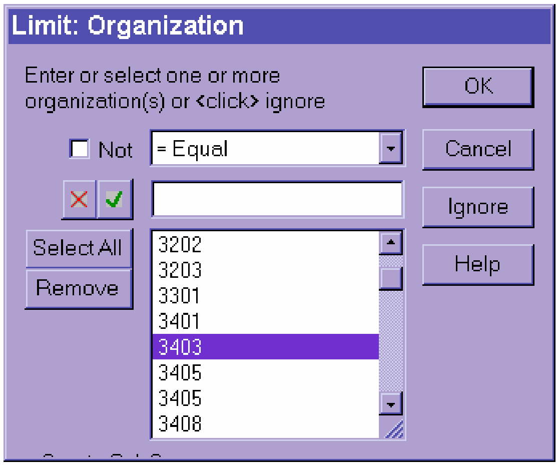
Select one or more org level 2 value(s) or <click> ignore

OK
☐ Not
= Equal
Cancel
Ignore
Help
Select All
Remove
8002
8003
8004
8005
8006
8007
8101
8102

8. <**Click**> on your **Reporting Org 2** which is your Branch or Area/State. <**Click**> on the OK button.

Note: you can also use the Ignore button if you don't want to specify to this level. Support Units should <click> Ignore.

Step 9:



Limit: Organization

Enter or select one or more organization(s) or <click> ignore

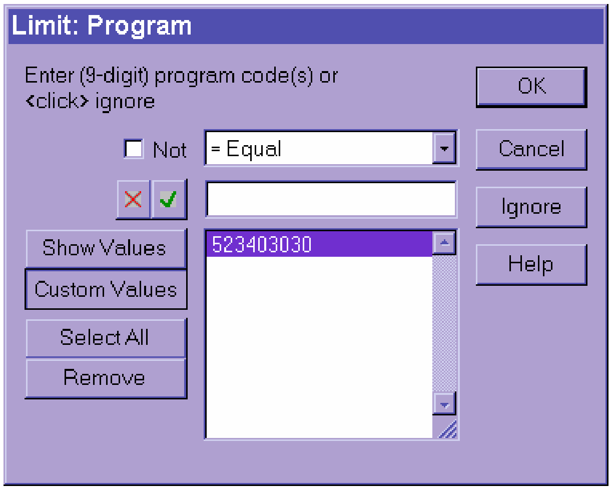
☐ Not = Equal

OK
Cancel
Ignore
Help
Select All
Remove
3202
3203
3301
3401
3403
3405
3405
3408

9. <**Click**> on the **Organization** and <**click**> on the OK button. (Middle 4 digits of the program (accounting) code.)

Note: you can also use the Ignore button if you don't want to specify to this level.

Step 10:



Limit: Program

Enter (9-digit) program code(s) or <click> ignore

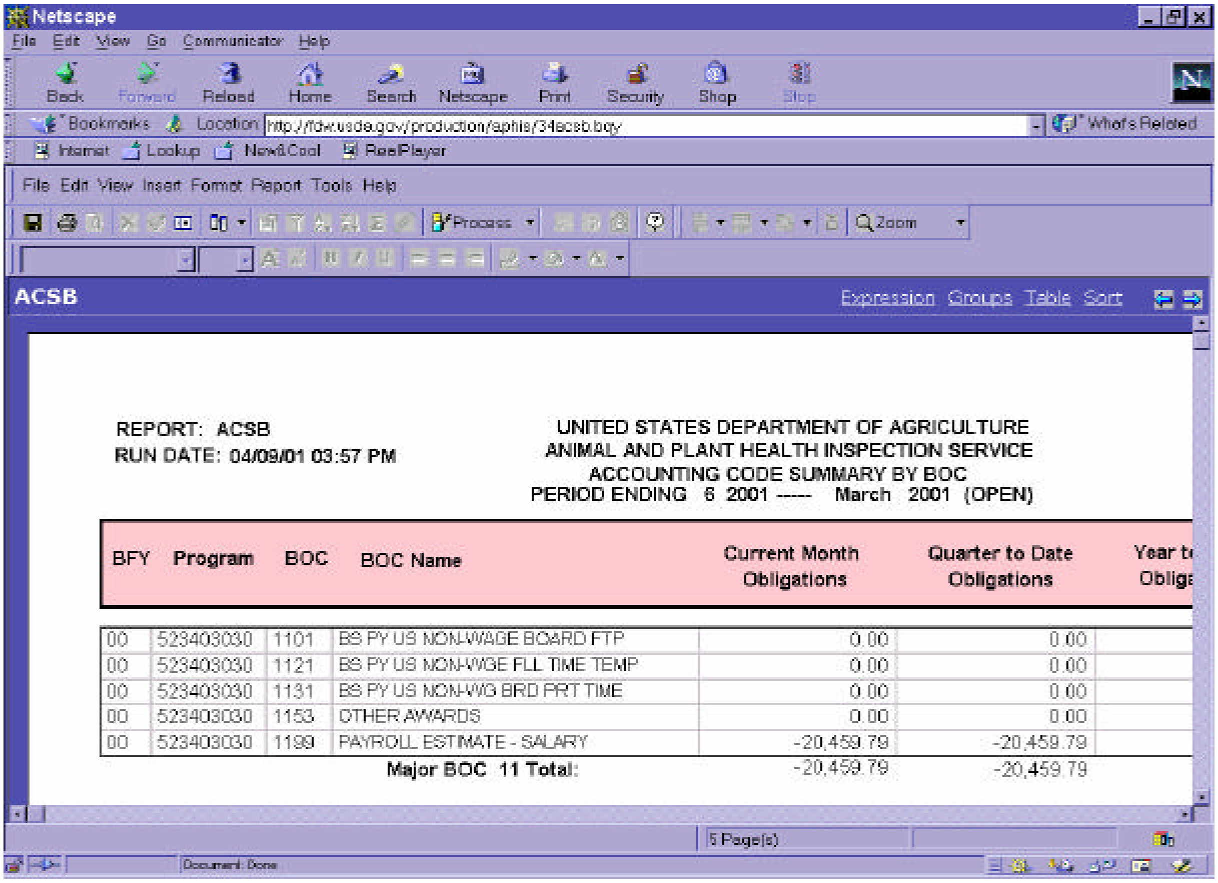
☐ Not = Equal

OK
Cancel
Ignore
Help
Show Values
Custom Values
Select All
Remove
523403030

10. <**Click**> on the **Program(s)** which is the Accounting code minus the Budget Fiscal Year. <**Click**> on the OK button.

Note: you can also use the Ignore button if you don't want to specify to this level.

Step 11:


Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks Location: http://fdw.usda.gov/production/aphis/34acsb.bqy
What's Related
Internet Lookup New&Cool RealPlayer
File Edit View Insert Format Report Tools Help
Process
Zoom
ACSB
Expression Groups Table Sort
5 Page(s)
Document: Done

REPORT: ACSB
RUN DATE: 04/09/01 03:57 PM

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
ACCOUNTING CODE SUMMARY BY BOC
PERIOD ENDING 6 2001 ----- March 2001 (OPEN)

BFY	Program	BOC	BOC Name	Current Month Obligations	Quarter to Date Obligations	Year t Obliga
00	523403030	1101	BS PY US NON-WAGE BOARD FTP	0.00	0.00	
00	523403030	1121	BS PY US NON-WGE FLL TIME TEMP	0.00	0.00	
00	523403030	1131	BS PY US NON-WG BRD PRT TIME	0.00	0.00	
00	523403030	1153	OTHER AWARDS	0.00	0.00	
00	523403030	1199	PAYROLL ESTIMATE - SALARY	-20,459.79	-20,459.79	
			Major BOC 11 Total:	-20,459.79	-20,459.79	

11. You have successfully pulled up a ACSB.

If no information is retrieved:

- Make sure your Organization falls under the Org Level 1 that you have chosen.
- If you entered Org Level 2, make sure that it falls under the Org Level 1 as well.
- If no spending has occurred in the data as you requested it, the ACSB will be undefined. To validate that spending has occurred in a program code you can go into FFIS SASP table.

Payroll Analysis

When looking at a payroll report you must consider many aspects:

1. First, you must run a Accounting Code Summary by BOC report (ACSB) for the month in question. This will give you the month to date and year to date activity for a given program code and indicated month.

2. Second, run a Detail Transaction Report (DTR) for that same month. This will show you the payroll transactions that did not process in the Payroll Accounting System (PACS).

3. Third, run a Payroll Report by Pay Period Report (PRPP) for the pay periods you know that should be charged for that month. This will show you the PACS transactions. You must run the report by pay periods and ignore the month.

- Take into consideration the months where the pay period was accrued in one month and not paid until the next but shows up in the prior months ACSB. (Check out M-Cycle below for more information on this topic.) If the "M" Cycle pay periods are in the ACSB you must pull them into your payroll report.

4. Now verify payroll to make sure it matches your ACSB. You must total your 1100's and 1200's in the DTR plus the amounts from your Payroll report (PRSB). They should match unless a corrected TA occurred which may have been in the Payroll report but really hit the accounting system in the following month or a prior month.

> **In Summary:** you can use this verification method to account for one month or any amount of months.
>
> A) **Add** DTR 1100's and 1200's for a month
> B) **Plus** the pay periods accrued in the month (double check that you are pulling all Pay Periods that could have hit.)
> C) **Minus** any pay period adjustments that really hit in a prior or future month.
> D) **Equals** your total for that month.

> **Hint:** Sometimes the best way to check is to add up all your numbers and see what the difference is between ACSB and the DTR plus the payroll report if it is the same as the T&A adjustments you will know they hit in a different month.

5. **Spot Awards**

Another aspect of the Payroll system is the convenience check for spot awards. This is not an option for spot awards in FY 2002.

First, the check is issued from a PCMS card, the card holder obligates/reconciles to object class 1406. It appears on the detail report because this is through the PCMS system and not the PACS system.
Second, the person issuing the award, sends a copy to Minneapolis, Personnel for processing. They process, which determines the benefits and taxes. This appears on the payroll reports. It also creates a credit to object class 1406 and debits 1152/3 for the total amount. The OOPS is that the Payroll reports do not show object class 1406. Therefore, we can not see the reversal on any reports, just the summary.

APHIS probably doesn't need to change the report since the spot award processing has been changed beginning September 29, 2001.

6. **M-Cycle Payroll**

An "M Cycle" is when a pay period runs in one accounting period (or month) and pays in the next month. These cycles occur infrequently during the year. In FY 2001, pay period 5, 16, and 18 were M Cycles. In FY 2002, pay periods 5 and 16 were M Cycles. In FY 2003, NFC adjusted processing cycles so that M Cycles ceased to exist.

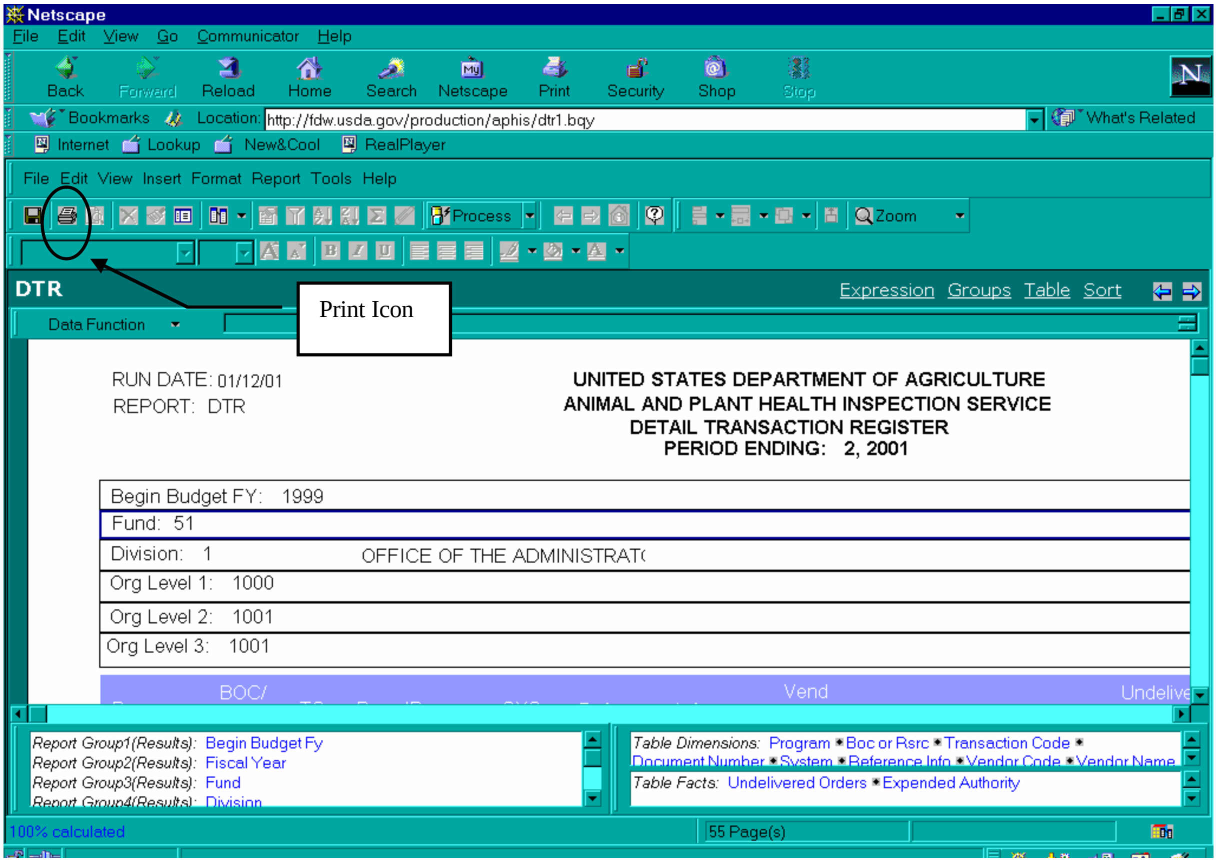
Pay period 5 payroll ran March 31. Expended Authority-unpaid posted to the journal for March. (That is general ledger account 4901, for those who care). Payroll for pay period 5 was paid in April. So, expended authority-unpaid was reversed and expended authority-paid (G/L account 4902) posted to the journal in April. The Expended Authority-Paid transaction (PY in FFIS lingo) is the transaction associated with the detail posting to the warehouse.

In this example ACSB summary shows up on your YTD report in March and showed up on your detailed report (DTR) in April.

To complicate matters, FY 2001 pay period 18 ran in one accounting period, in one Fiscal year (2001) (it ran September 29, 2001), but paid in the next accounting period, which happens to be in the next fiscal year FY 2002!

CHAPTER 12
BRIO INSIGHT/QUICKVIEW
PRINTING REPORTS

- If you have questions on downloading a report and processing a report please see the report instructions.
- If the first page prints out small, click into the body of the report and then reprint.


Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks Location: http://fdw.usda.gov/production/aphis/dtr1.bqy
What's Related
Internet Lookup New&Cool RealPlayer
File Edit View Insert Format Report Tools Help
Process
Zoom
DTR
Expression Groups Table Sort
Data Function
Print Icon
BOC/
Vend
Undelive
100% calculated
55 Page(s)

RUN DATE: 01/12/01
REPORT: DTR

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
DETAIL TRANSACTION REGISTER
PERIOD ENDING: 2, 2001

Begin Budget FY: 1999
Fund: 51
Division: 1 OFFICE OF THE ADMINISTRAT(
Org Level 1: 1000
Org Level 2: 1001
Org Level 3: 1001

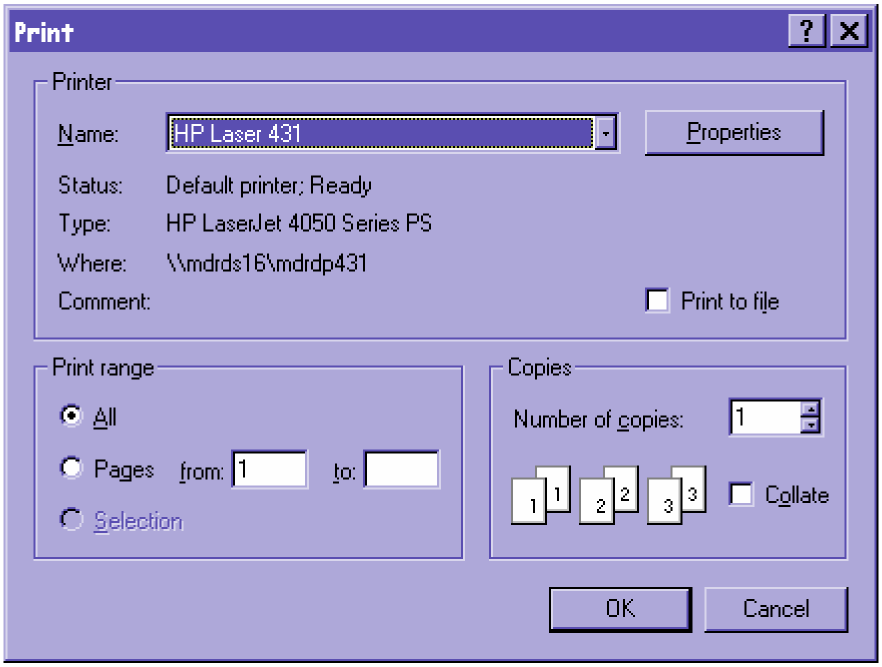
Report Group1(Results): Begin Budget Fy
Report Group2(Results): Fiscal Year
Report Group3(Results): Fund
Report Group4(Results): Division

Table Dimensions: Program • Boc or Rsrc • Transaction Code • Document Number • System • Reference Info • Vendor Code • Vendor Name
Table Facts: Undelivered Orders • Expended Authority

Step 1:

1. After Processing a Report you will want to print out a copy. <**Click**> on the **Print icon** on the second set of tool bars. The first set of tool bars are to run Netscape and the second set is for the Brio program.

Step 2:


Print
?
Printer
Properties
Print range
Copies
1 1
2 2
3 3
OK
Cancel

Name: HP Laser 431
Status: Default printer; Ready
Type: HP LaserJet 4050 Series PS
Where: \\mdrds16\mdrdp431
Comment:
☐ Print to file

● All
○ Pages from: 1 to:
○ Selection

Number of copies: 1
☐ Collate

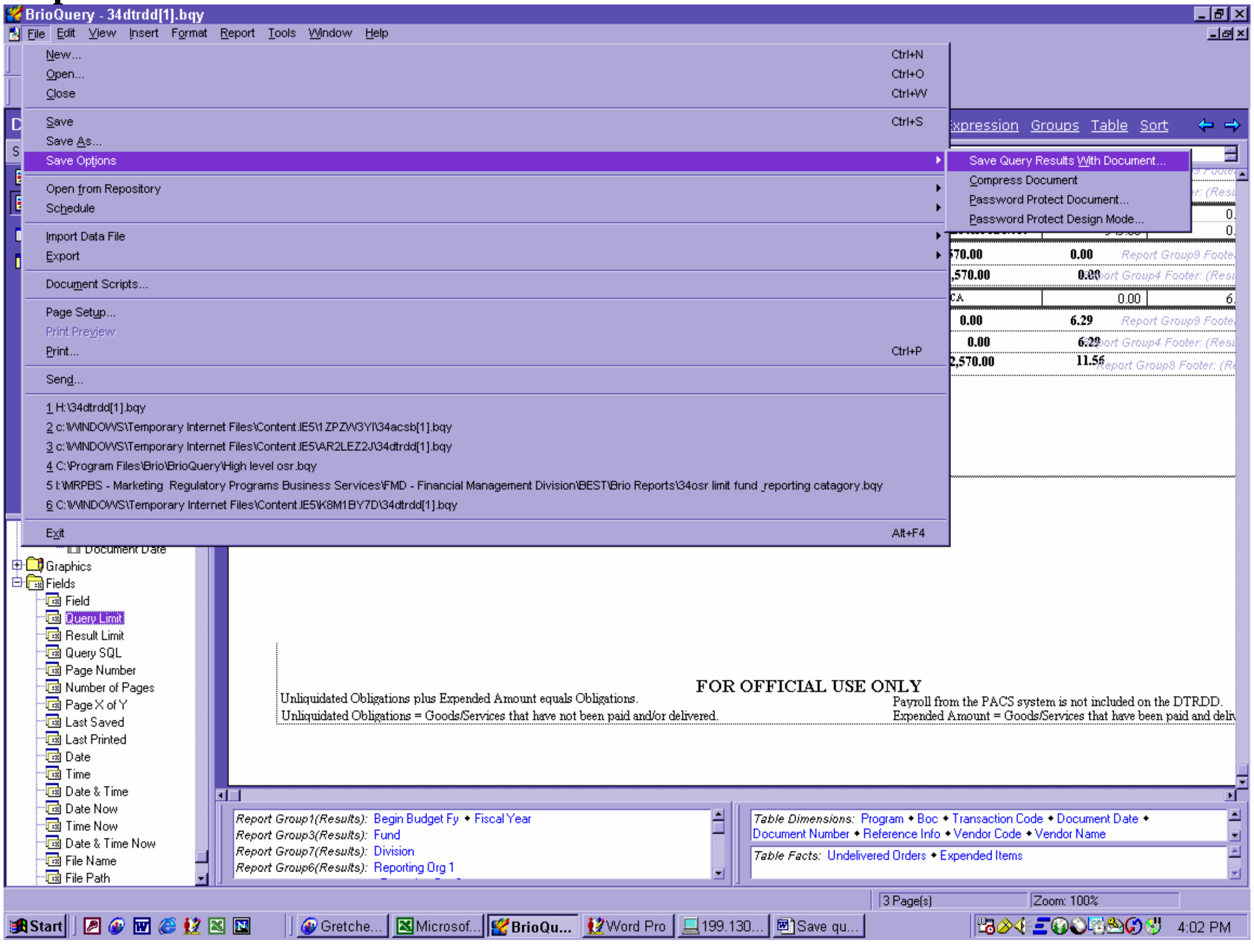
2. <**Click**> the OK button if you wish to print the complete report -- or indicate the pages you wish to print and then <**Click**> OK.

SAVING A QUERY WITH RESULTS

- You would use this to send a user via an e-mail a copy of the report they need without the person running the report them self. All the person needs is either Brio Quickview or Brio Insight to view a report and print it off.
- Note: A uncompilied report can be sent this way, a Quickview User and Insight User can view it but can't run the report.

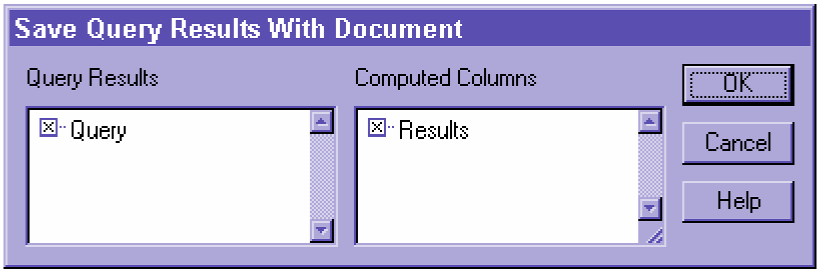
Step 1: Run the report with the criteria of the person who will be receiving the data.

Step 2:


BrioQuery - 34dtrdd[1].bqy
File Edit View Insert Format Report Tools Window Help
New... Ctrl+N
Open... Ctrl+O
Close Ctrl+W
Save Ctrl+S
Save As...
Save Options
Open from Repository
Schedule
Import Data File
Export
Document Scripts...
Page Setup...
Print Preview
Print... Ctrl+P
Send...
1 H:\34dtrdd[1].bqy
2 c:\WINDOWS\Temporary Internet Files\Content.IE5\1ZPZW3YI\34acsb[1].bqy
3 c:\WINDOWS\Temporary Internet Files\Content.IE5\AR2LEZ2J\34dtrdd[1].bqy
4 C:\Program Files\Brio\BrioQuery\High level osr.bqy
5 I:\MRPBS - Marketing Regulatory Programs Business Services\FMD - Financial Management Division\BEST\Brio Reports\34osr limit fund reporting catagory.bqy
6 C:\WINDOWS\Temporary Internet Files\Content.IE5\K8M1BY7D\34dtrdd[1].bqy
Exit Alt+F4
Save Query Results With Document...
Compress Document
Password Protect Document...
Password Protect Design Mode...
Expression Groups Table Sort
Graphics
Fields
Field
Query Limit
Result Limit
Query SQL
Page Number
Number of Pages
Page X of Y
Last Saved
Last Printed
Date
Time
Date & Time
Date Now
Time Now
Date & Time Now
File Name
File Path
FOR OFFICIAL USE ONLY
Unliquidated Obligations plus Expended Amount equals Obligations.
Unliquidated Obligations = Goods/Services that have not been paid and/or delivered.
Payroll from the PACS system is not included on the DTRDD.
Expended Amount = Goods/Services that have been paid and deliv
Report Group1(Results): Begin Budget Fy • Fiscal Year
Report Group3(Results): Fund
Report Group7(Results): Division
Report Group6(Results): Reporting Org 1
Table Dimensions: Program • Boc • Transaction Code • Document Date • Document Number • Reference Info • Vendor Code • Vendor Name
Table Facts: Undelivered Orders • Expended Items
3 Page(s)
Zoom: 100%
Start
4:02 PM

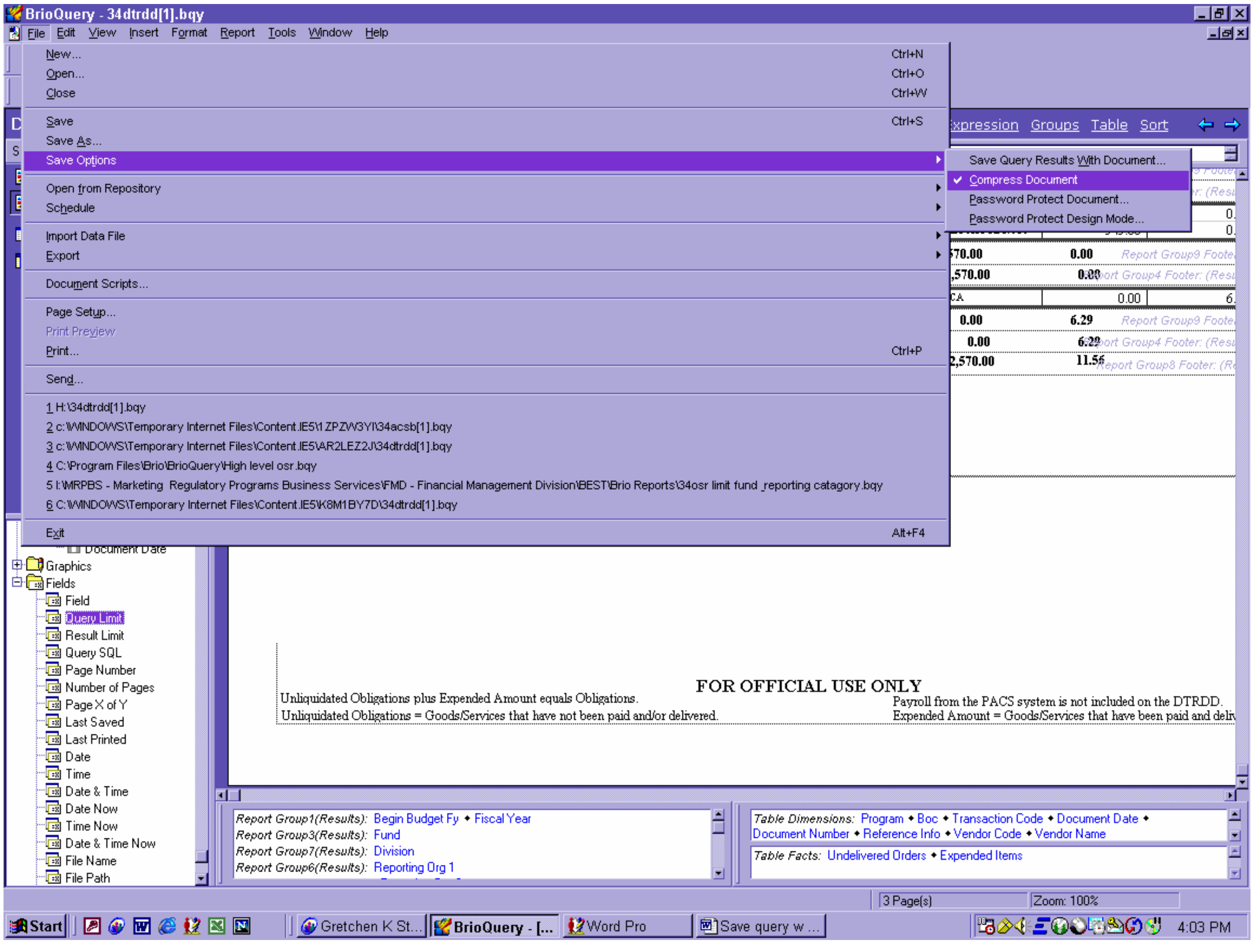
2. Go to **File**, **Save Options** and <**click**> on **Save Query Results with Document**.

Step 3:


Save Query Results With Document
Query Results
Computed Columns
☒ Query
☒ Results
OK
Cancel
Help

3. <**Check**> the box next to **Query** and <**Check**> the **Results** box and <**click**> **OK**.

Step 4:


BrioQuery - 34dtrdd[1].bqy
File Edit View Insert Format Report Tools Window Help
New... Ctrl+N
Open... Ctrl+O
Close Ctrl+W
Save Ctrl+S
Save As...
Save Options
Open from Repository
Schedule
Import Data File
Export
Document Scripts...
Page Setup...
Print Preview
Print... Ctrl+P
Send...
1 H:\34dtrdd[1].bqy
2 c:\WINDOWS\Temporary Internet Files\Content.IE5\1ZPZW3YI\34acsb[1].bqy
3 c:\WINDOWS\Temporary Internet Files\Content.IE5\AR2LEZ2J\34dtrdd[1].bqy
4 C:\Program Files\Brio\BrioQuery\High level osr.bqy
5 I:\MRPBS - Marketing Regulatory Programs Business Services\FMD - Financial Management Division\BEST\Brio Reports\34osr limit fund reporting catagory.bqy
6 C:\WINDOWS\Temporary Internet Files\Content.IE5\K8M1BY7D\34dtrdd[1].bqy
Exit Alt+F4
Save Query Results With Document...
✓ Compress Document
Password Protect Document...
Password Protect Design Mode...
Expression Groups Table Sort
Graphics
Fields
Field
Query Limit
Result Limit
Query SQL
Page Number
Number of Pages
Page X of Y
Last Saved
Last Printed
Date
Time
Date & Time
Date Now
Time Now
Date & Time Now
File Name
File Path
3 Page(s)
Zoom: 100%
Start
Gretchen K St...
BrioQuery - [...
Word Pro
Save query w...
4:03 PM

FOR OFFICIAL USE ONLY

Unliquidated Obligations plus Expended Amount equals Obligations.
Unliquidated Obligations = Goods/Services that have not been paid and/or delivered.

Payroll from the PACS system is not included on the DTRDD.
Expended Amount = Goods/Services that have been paid and deli

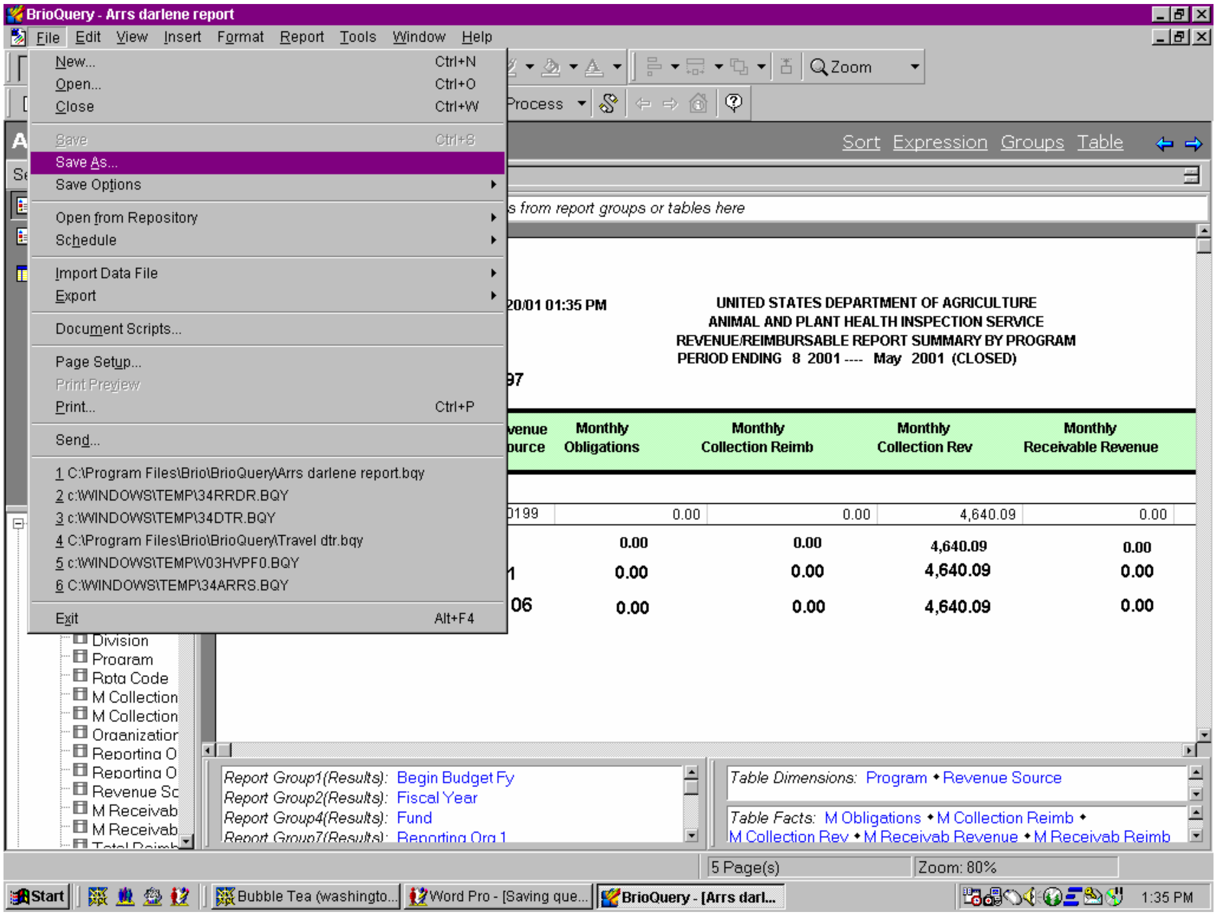
Report Group1(Results): Begin Budget Fy ♦ Fiscal Year
Report Group3(Results): Fund
Report Group7(Results): Division
Report Group6(Results): Reporting Org 1

Table Dimensions: Program ♦ Boc ♦ Transaction Code ♦ Document Date ♦ Document Number ♦ Reference Info ♦ Vendor Code ♦ Vendor Name
Table Facts: Undelivered Orders ♦ Expended Items

4. Got to **File**, **Save Options**, and <**click**> on **Compress Document**. This will leave a checkmark by Compressed Document. This option makes the document smaller which is an important option when you're sending this to people on RDL.

Step 5:

5. Got to **File**, and <**click**> on **Save As**.


BrioQuery - Arrs darlene report
File Edit View Insert Format Report Tools Window Help
New... Ctrl+N
Open... Ctrl+O
Close Ctrl+W
Save Ctrl+S
Save As...
Save Options
Open from Repository
Schedule
Import Data File
Export
Document Scripts...
Page Setup...
Print Preview
Print... Ctrl+P
Send...
1 C:\Program Files\Brio\BrioQuery\Arrs darlene report.bqy
2 c:\WINDOWS\TEMP\34RRDR.BQY
3 c:\WINDOWS\TEMP\34DTR.BQY
4 C:\Program Files\Brio\BrioQuery\Travel dtr.bqy
5 c:\WINDOWS\TEMP\V03HVPF0.BQY
6 C:\WINDOWS\TEMP\34ARRS.BQY
Exit Alt+F4
Zoom
Process
Sort Expression Groups Table
s from report groups or tables here
Division
Program
Rpta Code
M Collection
M Collection
Organization
Reporting O
Reporting O
Revenue Sc
M Receivab
M Receivab
Total Reimb
5 Page(s)
Zoom: 80%
Start
Bubble Tea (washingto...
Word Pro - [Saving que...
BrioQuery - [Arrs darl...
1:35 PM

20/01 01:35 PM

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
REVENUE/REIMBURSABLE REPORT SUMMARY BY PROGRAM
PERIOD ENDING 8 2001 ---- May 2001 (CLOSED)

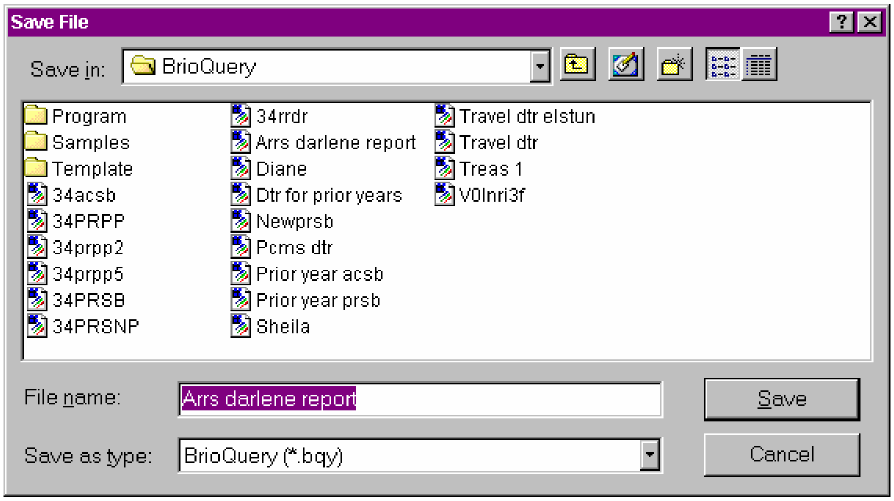
97

venue ource	Monthly Obligations	Monthly Collection Reimb	Monthly Collection Rev	Monthly Receivable Revenue
0199	0.00	0.00	4,640.09	0.00
	0.00	0.00	4,640.09	0.00
1	0.00	0.00	4,640.09	0.00
06	0.00	0.00	4,640.09	0.00

Report Group1(Results): Begin Budget Fy
Report Group2(Results): Fiscal Year
Report Group4(Results): Fund
Report Group7(Results): Reporting Org 1

Table Dimensions: Program • Revenue Source
Table Facts: M Obligations • M Collection Reimb • M Collection Rev • M Receivab Revenue • M Receivab Reimb

Step 6:


Save File
Program
Samples
Template
34acsb
34PRPP
34prpp2
34prpp5
34PRSB
34PRSNP
34rrdr
Arrs darlene report
Diane
Dtr for prior years
Newprsb
Pcms dtr
Prior year acsb
Prior year prsb
Sheila
Travel dtr elstun
Travel dtr
Treas 1
V0lnri3f
Save
Cancel

Save in: BrioQuery

File name: Arrs darlene report

Save as type: BrioQuery (*.bqy)

6. **Save** the document in a location and remember where it is located. The report now can be sent to anyone as an attachment that is detachable.

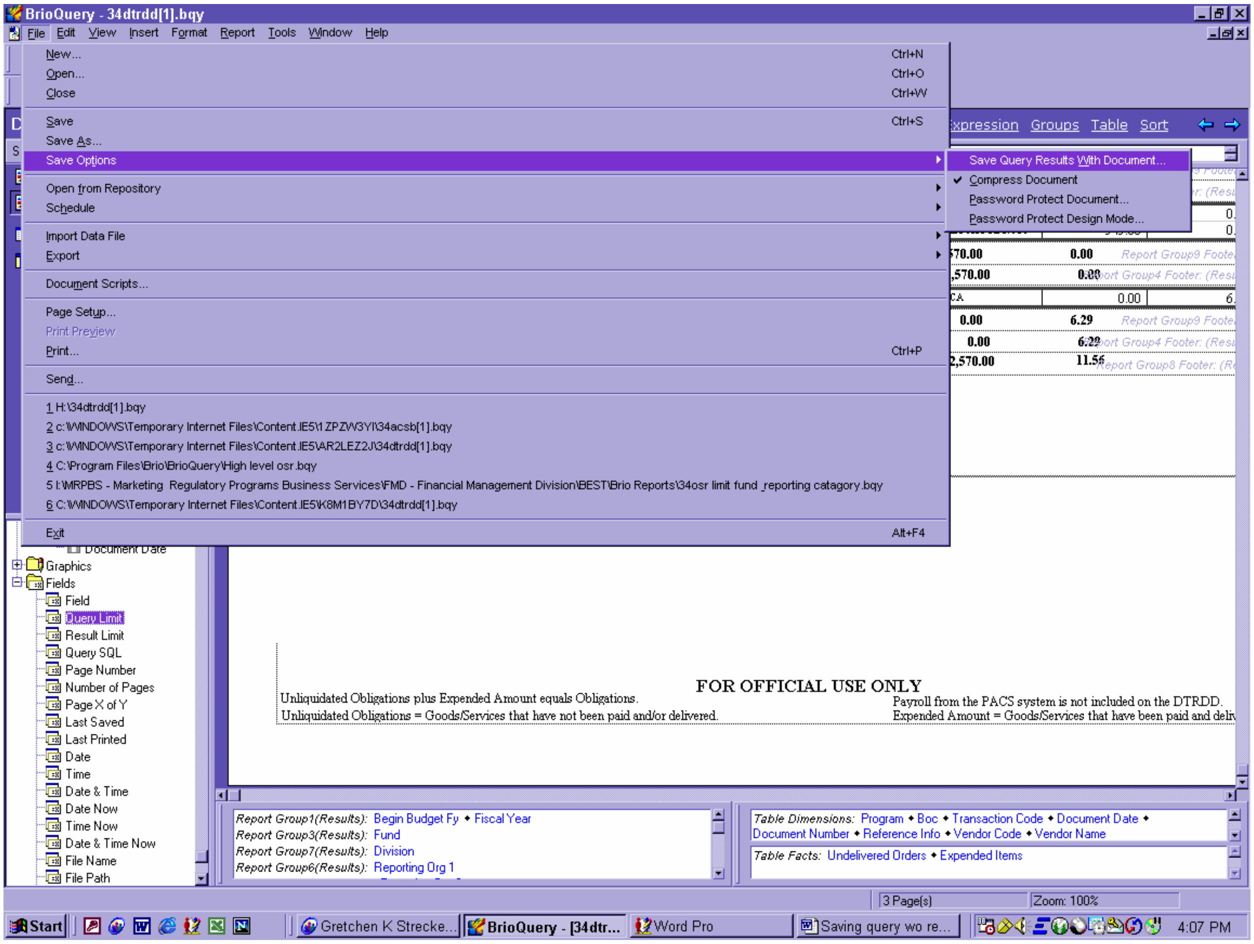
Step 7: Send the report as you would any e-mail with an attachment.

SAVE A QUERY WITHOUT THE RESULTS

- You would use this to send other users a copy of a report that you or someone else modified.
- Note: If this is a report made from scratch you will have to send it too the Project office to have it compiled. Compiling allows other non-Explorer users to use your report.

Step 1: Make your changes to a report, either a canned (off the web) report or a report sent to you.

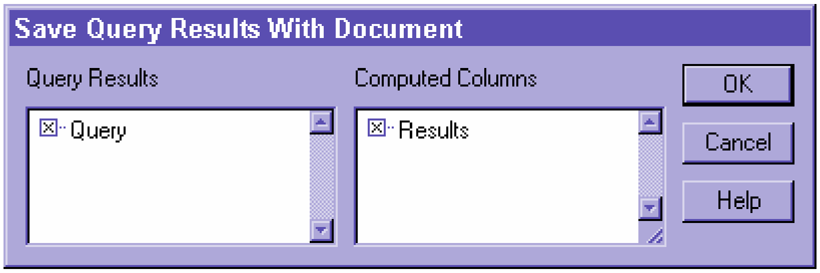
Step 2:


BrioQuery - 34dtrdd[1].bqy
File
Edit
View
Insert
Format
Report
Tools
Window
Help
New... Ctrl+N
Open... Ctrl+O
Close Ctrl+W
Save Ctrl+S
Save As...
Save Options
Open from Repository
Schedule
Import Data File
Export
Document Scripts...
Page Setup...
Print Preview
Print... Ctrl+P
Send...
1 H:\34dtrdd[1].bqy
2 c:\WINDOWS\Temporary Internet Files\Content.IE5\1ZPZW3YI\34acsb[1].bqy
3 c:\WINDOWS\Temporary Internet Files\Content.IE5\AR2LEZ2J\34dtrdd[1].bqy
4 C:\Program Files\Brio\BrioQuery\High level osr.bqy
5 I:\MRPBS - Marketing Regulatory Programs Business Services\FMD - Financial Management Division\BEST\Brio Reports\34osr limit fund_reporting catagory.bqy
6 C:\WINDOWS\Temporary Internet Files\Content.IE5\K8M1BY7D\34dtrdd[1].bqy
Exit Alt+F4
Save Query Results With Document...
✓ Compress Document
Password Protect Document...
Password Protect Design Mode...
Expression
Groups
Table
Sort
Graphics
Fields
Field
Query Limit
Result Limit
Query SQL
Page Number
Number of Pages
Page X of Y
Last Saved
Last Printed
Date
Time
Date & Time
Date Now
Time Now
Date & Time Now
File Name
File Path
FOR OFFICIAL USE ONLY
Report Group1(Results): Begin Budget Fy • Fiscal Year
Report Group3(Results): Fund
Report Group7(Results): Division
Report Group6(Results): Reporting Org 1
Table Dimensions: Program • Boc • Transaction Code • Document Date • Document Number • Reference Info • Vendor Code • Vendor Name
Table Facts: Undelivered Orders • Expended Items
3 Page(s)
Zoom: 100%
Start
Gretchen K Strecke...
BrioQuery - [34dtr...
Word Pro
Saving query wo re...
4:07 PM

Unliquidated Obligations plus Expended Amount equals Obligations.
Unliquidated Obligations = Goods/Services that have not been paid and/or delivered.
Payroll from the PACS system is not included on the DTRDD.
Expended Amount = Goods/Services that have been paid and deli

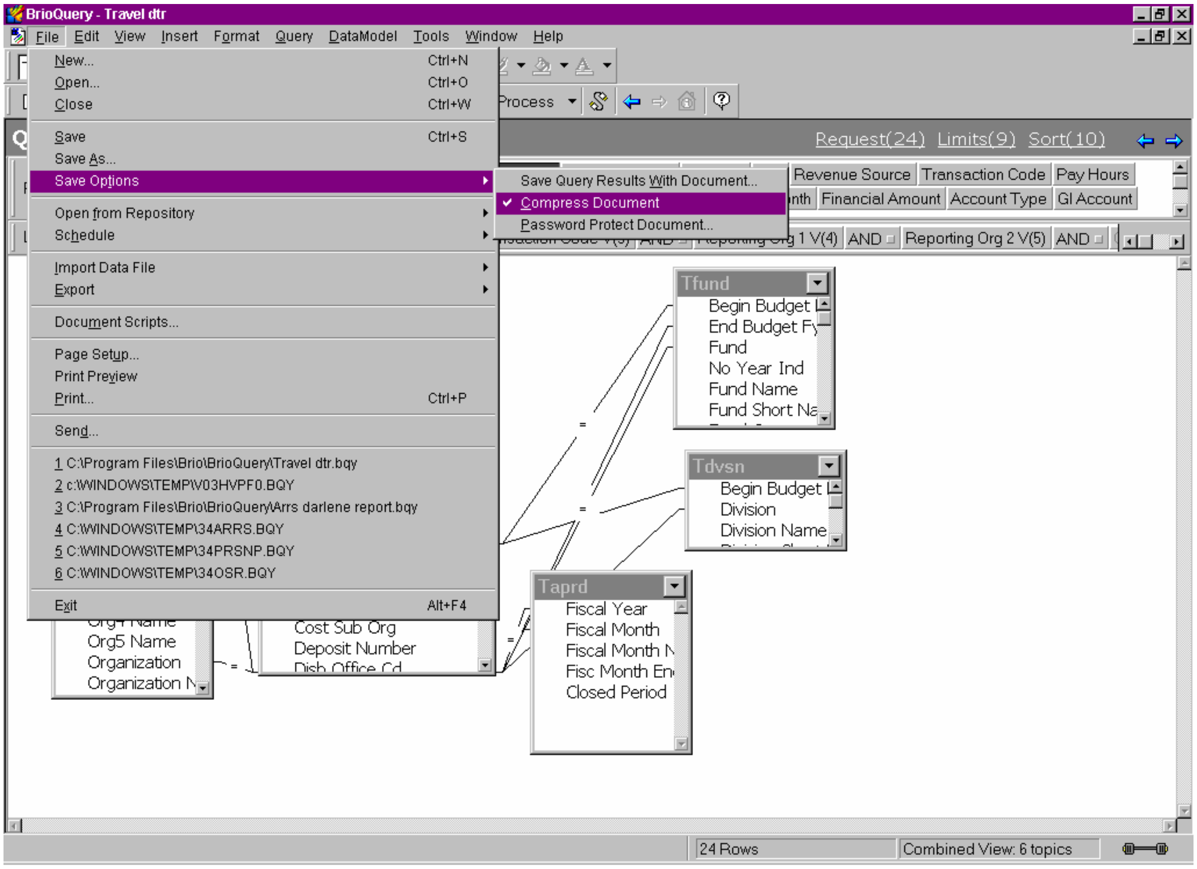
2. Go to **File**, **Save Options** and <**click**> on **Save Query Results with Document**.

Step 3:


Save Query Results With Document
Query Results
Computed Columns
☒ Query
☒ Results
OK
Cancel
Help

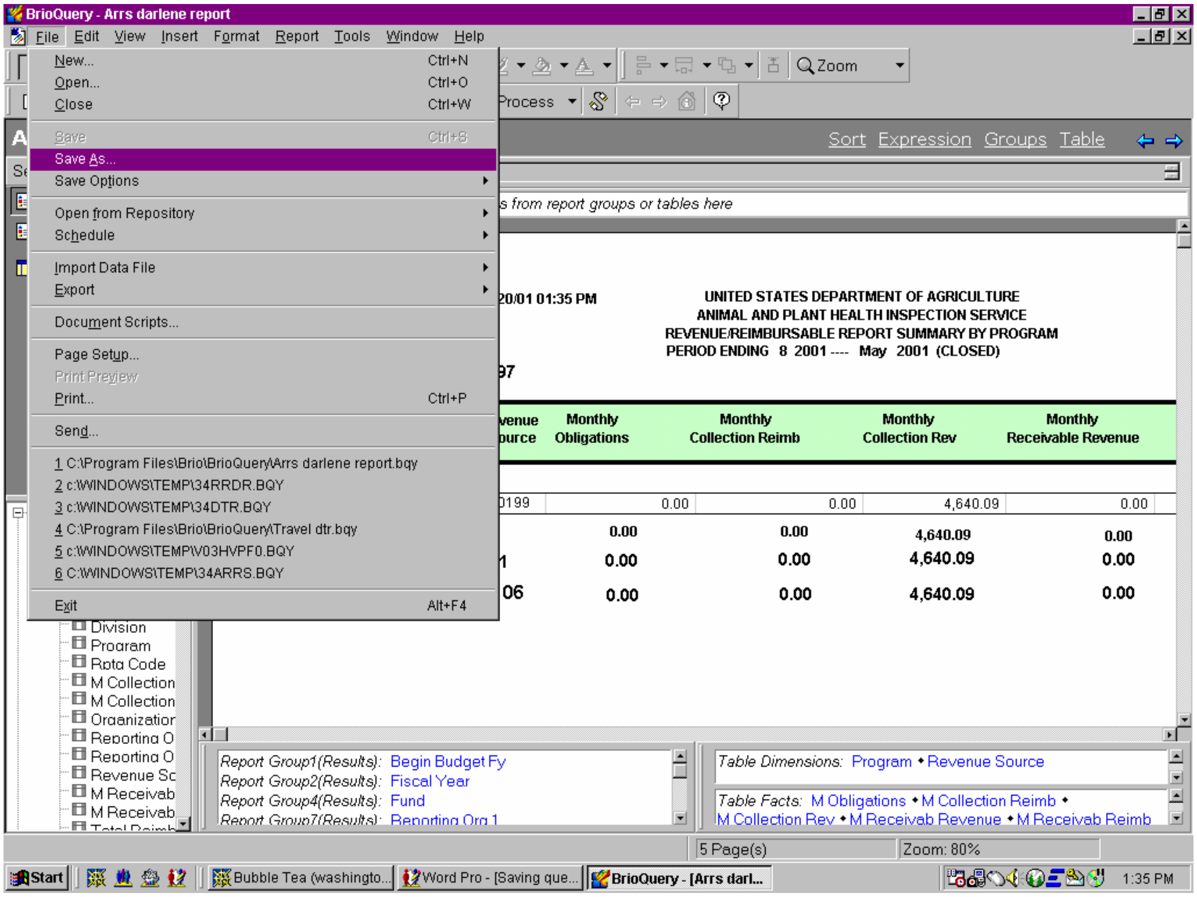
3. <**Uncheck**> the box next to **Query** and <**click**> on **OK**. If you do have the box checked the report will be larger and the standard for reports is to have a blank report when a user receives it.

Step 4:


BrioQuery - Travel dtr
File Edit View Insert Format Query DataModel Tools Window Help
New... Ctrl+N
Open... Ctrl+O
Close Ctrl+W
Save Ctrl+S
Save As...
Save Options
Open from Repository
Schedule
Import Data File
Export
Document Scripts...
Page Setup...
Print Preview
Print... Ctrl+P
Send...
1 C:\Program Files\Brio\BrioQuery\Travel dtr.bqy
2 c:\WINDOWS\TEMP\V03HVPF0.BQY
3 C:\Program Files\Brio\BrioQuery\Arrs darlene report.bqy
4 C:\WINDOWS\TEMP\34ARRS.BQY
5 C:\WINDOWS\TEMP\34PRSNP.BQY
6 C:\WINDOWS\TEMP\34OSR.BQY
Exit Alt+F4
Save Query Results With Document...
✓ Compress Document
Password Protect Document...
Process
Request(24) Limits(9) Sort(10)
Revenue Source Transaction Code Pay Hours
Financial Amount Account Type Gl Account
Reporting Org 2 V(5) AND
Tfund
Begin Budget
End Budget Fy
Fund
No Year Ind
Fund Name
Fund Short Na
Tdvsn
Begin Budget
Division
Division Name
Taprd
Fiscal Year
Fiscal Month
Fiscal Month N
Fisc Month En
Closed Period
Org5 Name
Organization
Organization N
Cost Sub Org
Deposit Number
24 Rows
Combined View: 6 topics

4. Got to **File**, **Save Options**, and <**click**> on **Compress Document**. This will leave a checkmark by Compressed Document.

Step 5:


BrioQuery - Arrs darlene report
File Edit View Insert Format Report Tools Window Help
New... Ctrl+N
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Close Ctrl+W
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Save As...
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Import Data File
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Document Scripts...
Page Setup...
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Print... Ctrl+P
Send...
1 C:\Program Files\Brio\BrioQuery\Arrs darlene report.bqy
2 c:\WINDOWS\TEMP\34RRDR.BQY
3 c:\WINDOWS\TEMP\34DTR.BQY
4 C:\Program Files\Brio\BrioQuery\Travel dtr.bqy
5 c:\WINDOWS\TEMP\V03HVPF0.BQY
6 C:\WINDOWS\TEMP\34ARRS.BQY
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UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
REVENUE/REIMBURSABLE REPORT SUMMARY BY PROGRAM
PERIOD ENDING 8 2001 ---- May 2001 (CLOSED)

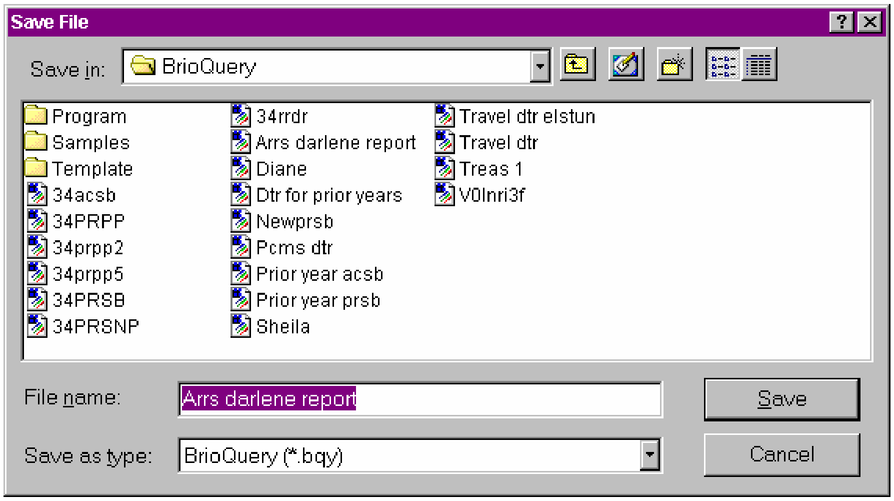
venue ource	Monthly Obligations	Monthly Collection Reimb	Monthly Collection Rev	Monthly Receivable Revenue
0199	0.00	0.00	4,640.09	0.00
	0.00	0.00	4,640.09	0.00
1	0.00	0.00	4,640.09	0.00
06	0.00	0.00	4,640.09	0.00

Report Group1(Results): Begin Budget Fy
Report Group2(Results): Fiscal Year
Report Group4(Results): Fund
Report Group7(Results): Reporting Org 1

Table Dimensions: Program • Revenue Source
Table Facts: M Obligations • M Collection Reimb • M Collection Rev • M Receivab Revenue • M Receivab Reimb

5. Got to **File**, and <**click**> on **Save As**.

Step 6:


Save File
?
Program
Samples
Template
34acsb
34PRPP
34prpp2
34prpp5
34PRSB
34PRSNP
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Arrs darlene report
Diane
Dtr for prior years
Newprsb
Pcms dtr
Prior year acsb
Prior year prsb
Sheila
Travel dtr elstun
Travel dtr
Treas 1
V0lnri3f
Save
Cancel

Save in: BrioQuery

File name: Arrs darlene report

Save as type: BrioQuery (*.bqy)

6. Save the document in a location and remember where it is located. The modified report now can be sent to anyone as an attachment that is detachable.

Step 7: Send the report as you would send any e-mail with an attachment.

OPENING A REPORT SENT AS AN ATTACHMENT

- These instructions are for Brio Quickview and Insight Users to open documents sent to them as an attachment.
- Note: Brio Explorer users only detach the document and open the report by using File then Open.

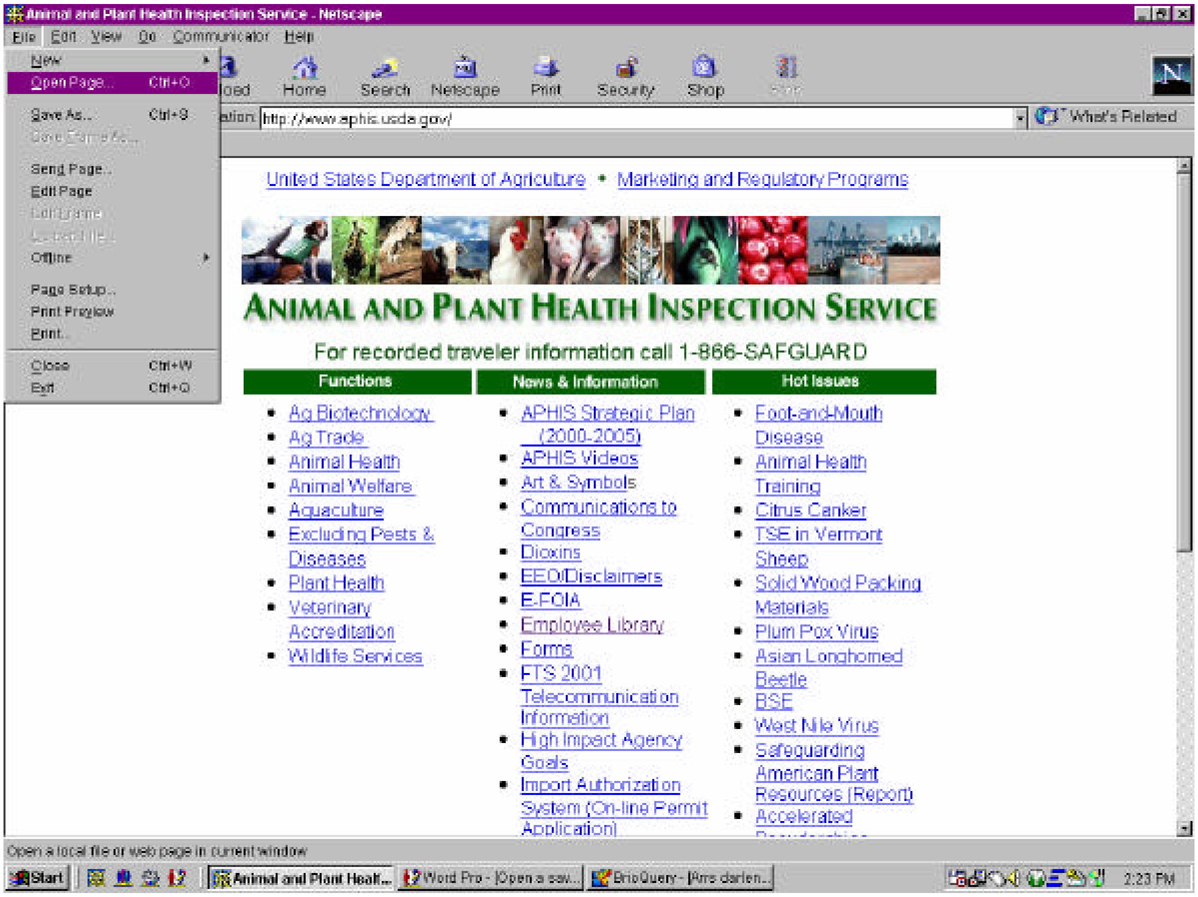
Step 1: Detach the Brio report into a location you can easily find later.

Step 2:

Netscape Navigator.lnk

2.Open your Web browser, either Netscape or Explorer.

Step 3:


Animal and Plant Health Inspection Service - Netscape
File
Edit
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Communicator
Help
New
Open Page... Ctrl+O
Save As... Ctrl+S
Save Frame As...
Send Page...
Edit Page
Edit Frame
Upload File...
Offline
Page Setup...
Print Preview
Print...
Close Ctrl+W
Exit Ctrl+Q
Reload
Home
Search
Netscape
Print
Security
Shop
Stop
Location: http://www.aphis.usda.gov/
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Open a local file or web page in current window
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Word Pro - [Open a saw...
BrioQuery - [Pms darlen...
2:23 PM

United States Department of Agriculture • Marketing and Regulatory Programs

ANIMAL AND PLANT HEALTH INSPECTION SERVICE

For recorded traveler information call 1-866-SAFGUARD

Functions

- Ag Biotechnology
- Ag Trade
- Animal Health
- Animal Welfare
- Aquaculture
- Excluding Pests & Diseases
- Plant Health
- Veterinary Accreditation
- Wildlife Services

News & Information

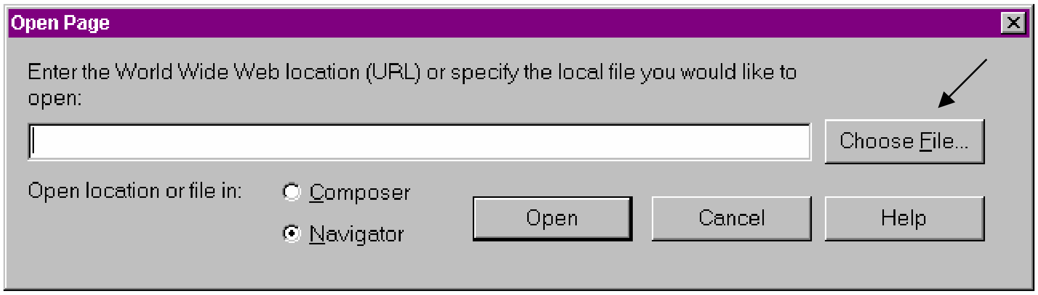
- APHIS Strategic Plan (2000-2005)
- APHIS Videos
- Art & Symbols
- Communications to Congress
- Dioxins
- EEO/Disclaimers
- E-FOIA
- Employee Library
- Forms
- FTS 2001 Telecommunication Information
- High Impact Agency Goals
- Import Authorization System (On-line Permit Application)

Hot Issues

- Foot-and-Mouth Disease
- Animal Health Training
- Citrus Canker
- TSE in Vermont Sheep
- Solid Wood Packing Materials
- Plum Pox Virus
- Asian Longhorned Beetle
- BSE
- West Nile Virus
- Safeguarding American Plant Resources (Report)
- Accelerated

3. Go to **File**, <**click**> on **Open Page**.

Step 4:

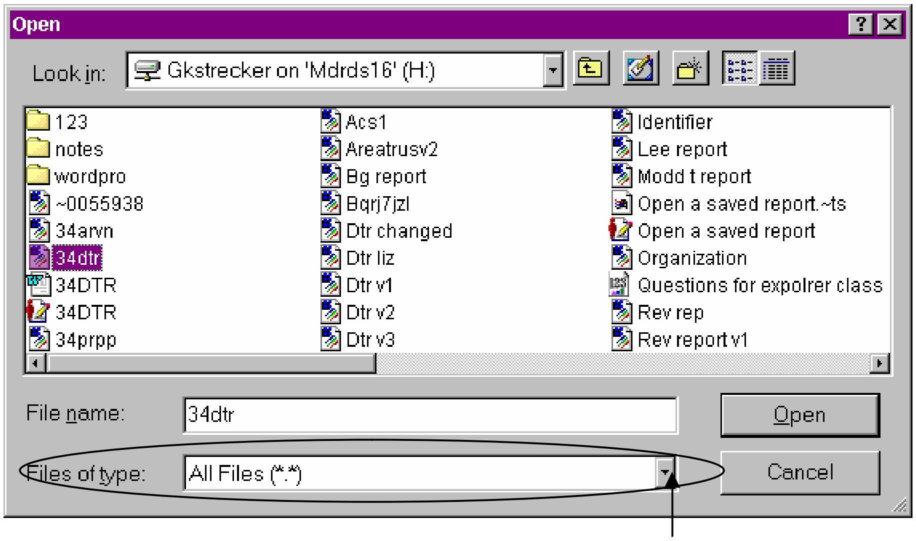

Open Page

Enter the World Wide Web location (URL) or specify the local file you would like to open:

Open location or file in: ○ Composer ● Navigator

4. Now <**click**> on **Choose File**.

Step 5:


Open

Look in: Gkstrecker on 'Mdrds16' (H:)

123
notes
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Questions for expolrer class
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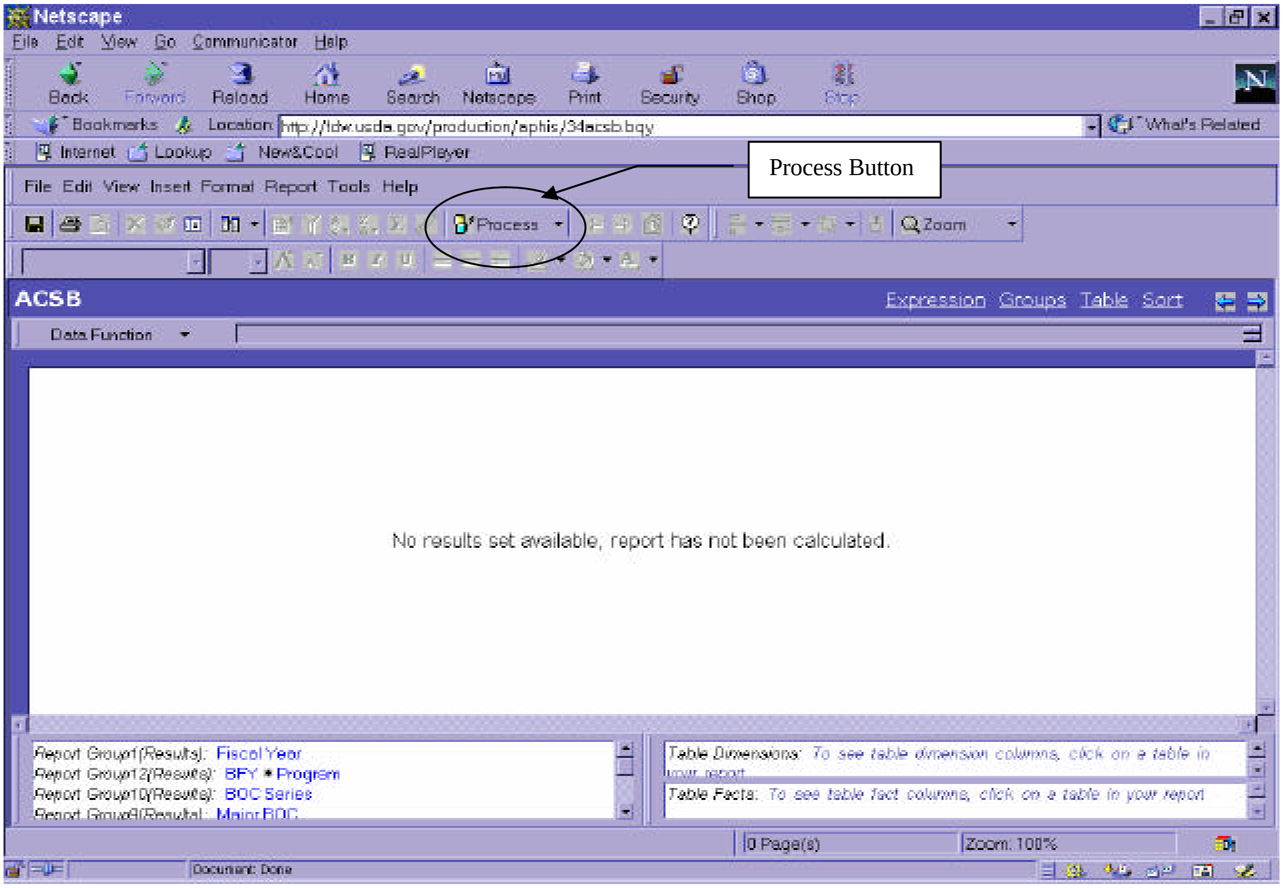
Rev report v1

File name: 34dtr

Files of type: All Files (*.*)

5. Change the **Files of Type** to **All files (*.*).** You should now be able to locate the specific file that you detached and saved to a specific location. <**Click**> on **Open**. This will automatically load your Brio Plug-ins so that you can see the report. If it is an uncompiled report you will only be able to view and print it.

Step 6:


Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks Location: http://idw.usda.gov/production/aphis/34acsb.bqy
What's Related
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File Edit View Insert Format Report Tools Help
Process
Zoom
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0 Page(s)
Zoom: 100%
Document: Done

No results set available, report has not been calculated.

Report Group1(Results): Fiscal Year
Report Group12(Results): BFY * Program
Report Group10(Results): BOC Series
Report Group9(Results): Major BOC

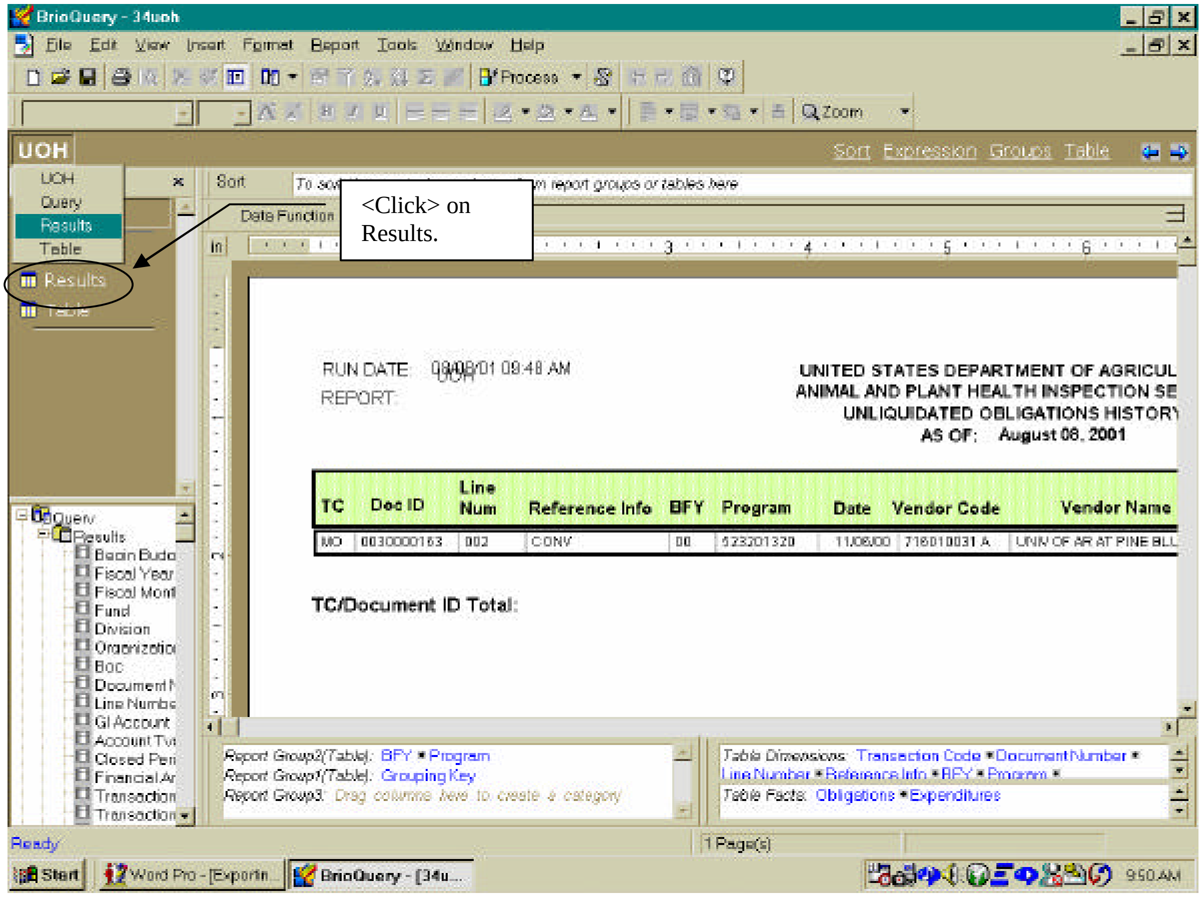
Table Dimensions: To see table dimension columns, click on a table in your report
Table Facts: To see table fact columns, click on a table in your report

6. You are now ready to either Process the report or print it.

EXPORTING DOCUMENTS TO A SPREADSHEET OR DATABASE

- Sections of the Brio Document can be exported as a common file formats.
- Results Sections can be easily exported as Excel, Lotus, HTML, or any other spreadsheet software.
- BRIO Documents can be exported in HTML format, either as a web page using the wizard or as a series of HTML documents. **Brio Report Section can not be exported to a spreadsheet or database only the RESULTS Section.**

Step 1:



<Click> on Results.

RUN DATE: 08/08/01 08:48 AM

REPORT: UOH

UNITED STATES DEPARTMENT OF AGRICUL
ANIMAL AND PLANT HEALTH INSPECTION SE
UNLIQUIDATED OBLIGATIONS HISTORY
AS OF: August 08, 2001

TC	Doc ID	Line Num	Reference Info	BFY	Program	Date	Vendor Code	Vendor Name
MO	0030000163	002	CONV	00	523201320	11/06/00	718010031 A	UNIV OF AR AT PINE BLU

TC/Document ID Total:

Report Group2(Table): BFY • Program
Report Group1(Table): Grouping Key
Report Group3: Drag columns here to create a category

Table Dimensions: Transaction Code • Document Number • Line Number • Reference Info • BFY • Program •
Table Facts: Obligations • Expenditures

BrioQuery - 34uoh
File Edit View Insert Format Report Tools Window Help
Process
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1 Page(s)
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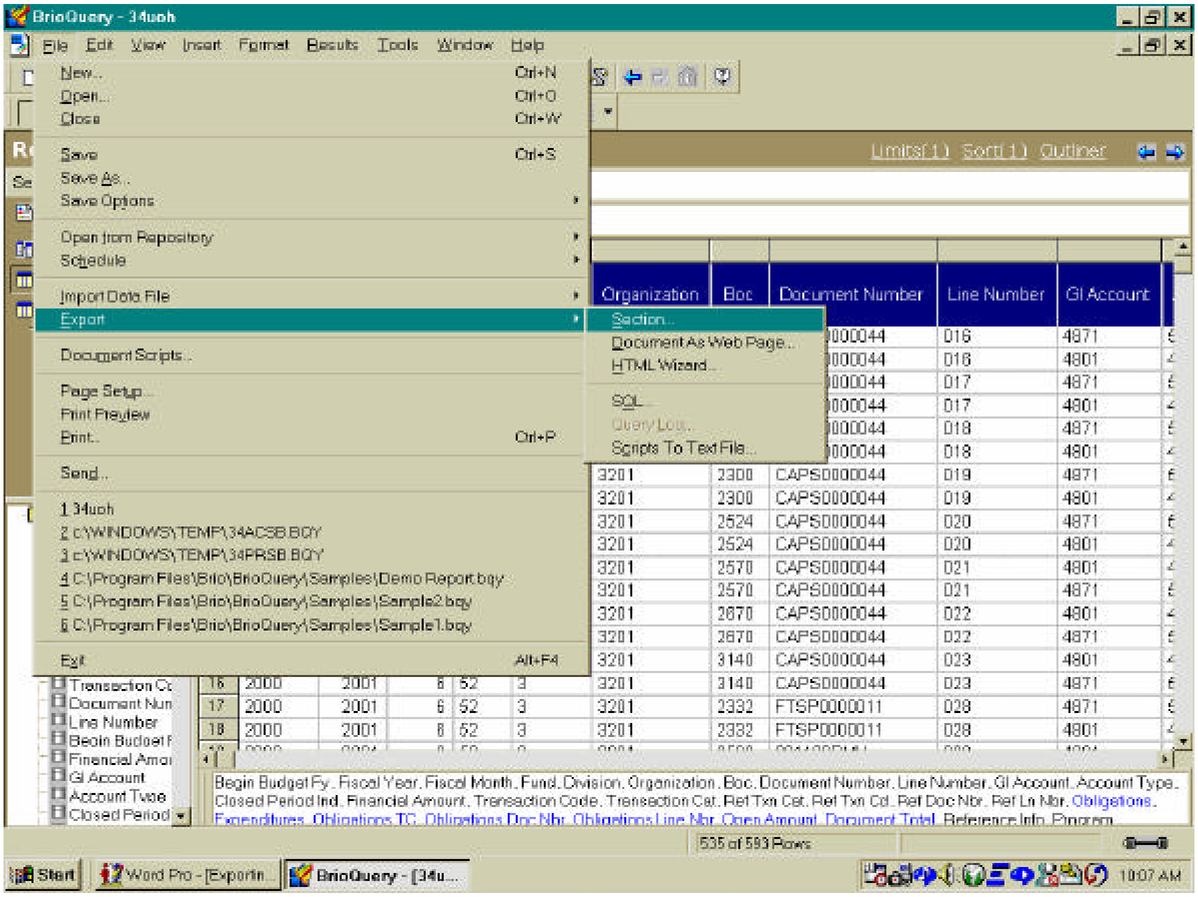
1. <**Click**> on "**Result Section**" of the report.

Step 2:


BrioQuery - 34uoh
File Edit View Insert Format Results Tools Window Help
New... Ctrl+N
Open... Ctrl+O
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1 34uoh
2 c:\WINDOWS\TEMP\34ACSB.BQY
3 c:\WINDOWS\TEMP\34PRSB.BQY
4 C:\Program Files\Brio\BrioQuery\Samples\Demo Report.bqy
5 C:\Program Files\Brio\BrioQuery\Samples\Sample2.bqy
6 C:\Program Files\Brio\BrioQuery\Samples\Sample1.bqy
Exit Alt+F4
Section...
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HTML Wizard...
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Query Log...
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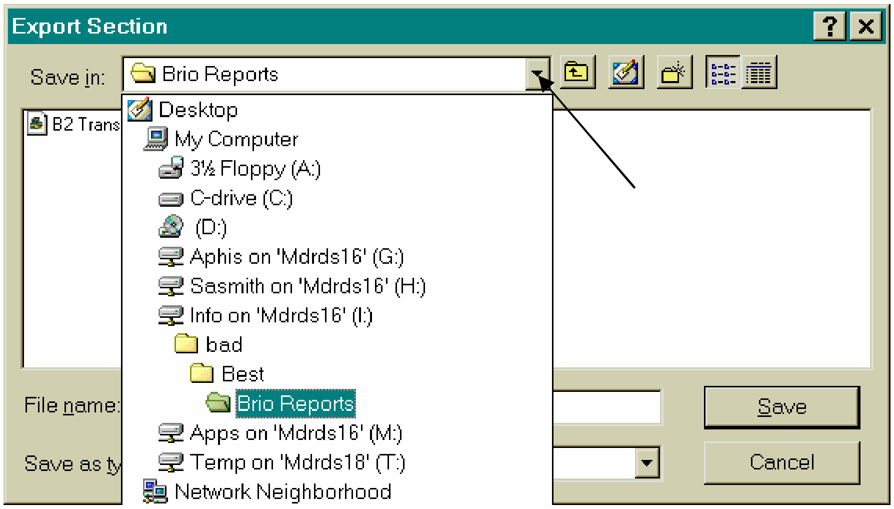
10:07 AM

Begin Budget Fy, Fiscal Year, Fiscal Month, Fund, Division, Organization, Boc, Document Number, Line Number, Gl Account, Account Type, Closed Period Ind, Financial Amount, Transaction Code, Transaction Cat, Ref Txn Cat, Ref Txn Cd, Ref Doc Nbr, Ref Ln Nbr, Obligations, Expenditures, Obligations TC, Obligations Doc Nbr, Obligations Line Nbr, Open Amount, Document Total, Reference Info, Program

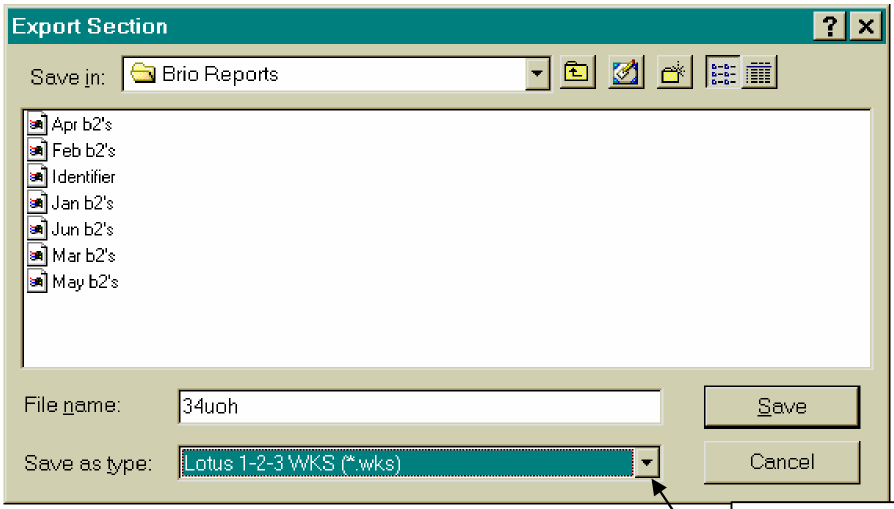
2. <**Click**> on "**File**" in the Menu Bar. Then <**Select**> "**Export**" and <**Click**> on "**Section.**"

Step 3:


Export Section
Save in:
Brio Reports
B2 Trans
Desktop
My Computer
3½ Floppy (A:)
C-drive (C:)
(D:)
Aphis on 'Mdrds16' (G:)
Sasmith on 'Mdrds16' (H:)
Info on 'Mdrds16' (I:)
bad
Best
Brio Reports
Apps on 'Mdrds16' (M:)
Temp on 'Mdrds18' (T:)
Network Neighborhood
File name:
Save as ty
Save
Cancel

3. The Export box will appear. **<Click> "Save in" Button** to find out what drive and folder you would like to save it. Once you have decide where to save the file then name the file. <**Click**> in the **File name box** and **name** your **file**. **Remember where you saved the document. Do not use the default name.**

Step 4:



Save in: Brio Reports

Apr b2's
Feb b2's
Identifier
Jan b2's
Jun b2's
Mar b2's
May b2's

File name: 34uoh

Save as type: Lotus 1-2-3 WKS (*.wks)

To change to the type of file you are exporting to.

4. After you have named the file then select what type of file you want it to be. <**Click**> in **"Save As Type" box** and <**Select**> the **type of file** you would want it to be or what type of software **you have on your PC**. Then <**Click**> **"Save."**

CHAPTER 13
REFERENCE INFORMATION

FEEDERS

System Name

When you are looking at transactions in FFIS and FDW you will normally see the system acronym, PACS, ABCO, PCMS etc. These are transactions that come from a feeder system and accept with no errors. If a transaction rejects, or if it is directly entered, the "System Name" becomes the user id of the person who entered the document or fixed a rejected document. Some examples are USMU is Susan Murphy, UVSO is Vikki Soukup, ULWA is Lew Washington, and URMA is Roy Mattson. There are other people working on rejected and directly entered documents in Riverdale, Minneapolis, and at NFC.

To check on these types of items, it is no different than checking on something that has a valid feeder system name. You really only need the transaction code and document number, and a handout called "Feeder System Transactions by Feeder System". This was handed out in the green folder in training. It has been superseded by a more complete listing . The new listing was sent out in zipped form along with many other documents (I believe 9 in all) on or around 3/17/01. It is called "DTR Reference Information for FFIS Transactions". It includes the direct entry as well as the feeder system transactions and which table(s) to look on for more information about the record. A current copy is included in this manual.

So, for example, if there is an MO entered by ULWA, the handout will direct you to go to OBLH or OBLL. You will need the document id and/or vendor id. These data elements can be found on the DTR or on the record in FFIS.

Travel & Purchase Orders System

For travel and purchase orders, you can use the TIDT and GIDT tables to crosswalk a record from the source system (PRCH or TRAV) to FFIS. You don't really get much more information from TIDT and GIDT, so this is not the preferred method.

REFERENCE INFORMATION

In the DTR you can't see some of the detail from the feeder systems. Each feeder system populates different fields in FFIS, the DTR pulls in the reference information used by the majority of the documents. Some of the populated fields reference information is not as informative as it is for others. Here are some methods to help in researching documents.

TELE & UTVN Report

IA TELE and UTVN report has been e-mailed out to users. Eventually these reports will be available on the web. If you see an entry on the DTR, you can’t see the account information unless you go to the line of the Document.

TNHT & TNLT

If you need information to verify GVTS, the employees charged in a particular document, go to the TNHT and TNLT table in FFIS.

TOPT

TOPT is the Treasury offset table that shows when treasury has garnished or reduced a payments to a federal employee because they have another federal debt such as child support, back taxes, education loans etc.

DTR Reference Information for FFIS Transactions

Feeder System	Document Information	Contact Orgn	FFIS Trans Code	Related Inquiry Tables	Reference Information
ABCO	ABCO Bank Service Charge - No Check Disbursement Document	ART	A7	CRHT/CRLT	ABCO Debtor
ABCO	ABCO Billing Document - Billing Document	ART	A1	ARHT, ARLT	ABCO Debtor
ABCO	ABCO Cash Receipt Document - Cash Receipt Document	ART	A2	CRHT, CRLT	ABCO Debtor
ABCO	ABCO History Globe	ART	AG	JVLT	ABCO Debtor
ABCO	ABCO History Globe	ART	AH	JVLT	ABCO Debtor
ABCO	ABCO Interagency Transfer - Direct Disbursement Document	ART	A6	PVHT, PVLT	ABCO Debtor
ABCO	ABCO Refunds - Payment Voucher	ART	A5	PVHT, PVLT	ABCO Debtor
ABCO	ABCO Standard Voucher - Standard Voucher Document	ART	A0	JVLT	ABCO Debtor
ABCO	ABCO Suspense Postings - Standard Voucher Document	ART	A8	JVLT	ABCO Debtor
ABCO	ABCO Unapplied Postings - Standard Voucher Document	ART	A9	JVLT	ABCO Debtor
ABCO	ABCO Voluntary Collection - Cash Receipt Document	ART	A3	CRHT, CRLT	ABCO Debtor
ABCO	ABCO Write Off Document - Write Off Document	ART	A4	CRHT, CRLT	ABCO Debtor
ABCO	Out-of-House Estimated Receivables	ART	OE	JVLT	
ABCO	Out-of-House Transmitted Collections	ART	OT	JVLT	

Feeder System	Document Information	Contact Orgn	FFIS Trans Code	Related Inquiry Tables	Reference Information
CRED	CRED Accrual		SC	JVLT	Credit Card Account
CRED	CRED Payment Voucher		CV	PVHT, PVLT	Credit Card Account No. Bill to Date
CRED	CRED Requisition		RD	REQH, REQL	Credit Card Account
Direct Entry	Accounting adjustment - transferring expenses.		B2	JVLT	Reason for the transfer- 30 characters
Direct Entry	Advance of salary	PYMT	NO	PVHT, PVLT	Period covered by the advance
Direct Entry	Establish an undelivered order for a contract	PYMT	MO	OBLH, OBLL	Contract number
Direct Entry	Establish an undelivered order for a reimbursable work authorization (RWA)	PYMT	MO	OBLH, OBLL	RWA number
Direct Entry	Establish an undelivered order for an agreement	PYMT	MO	OBLH, OBLL	Agreement number
Direct Entry	Lease or rent payment	PYMT	NO	PVHT, PVLT	Lease number and month
Direct Entry	Period-end estimate - for undelivered orders	ACCT	YE/UN	JVLT	Explanation of estimate- 30 characters
Direct Entry	Period-end estimate – for delivered orders	ACCT	YE/DE	JVLT	Explanation of estimate- 30 characters
Direct Entry	Period-end estimate - for revenue earned but not recognized	ACCT	YE/FS	JVLT	Explanation of estimate- 30 characters
Direct Entry	Payment of a contract that has previously been set up as an undelivered order.	PYMT	PV	OBLH, OBLL	Contract number
Direct Entry	Payment of a fee basis transaction	PYMT	NO	PVHT, PVLT	Time period that services were performed by the veterinarian
Direct Entry	Payment of a foreign allowance	PYMT	NO	PVHT, PVLT	Description of allowance type
Direct Entry	Payment of a RWA that has previously been set up as an undelivered order.	PYMT	DD	PVHT, PVLT	RWA number

Feeder System	**Document Information**	**Contact Orgn**	**FFIS Trans Code**	**Related Inquiry Tables**	**Reference Information**
Direct Entry	Payment of a tort claim	PYMT	NO	PVHT, PVLT	Date the claim was aproved
Direct Entry	Payment of an agreement that has not previously been set up as an undelivered order.	PYMT	NO	PVHT, PVLT	Agreement number
Direct Entry	Payment of an agreement that has previously been set up as an undelivered order through IPAC. (Federal vendor)	PYMT	DD	PVHT, PVLT	Agreement number
Direct Entry	Payment of an agreement that has previously been set up as an undelivered order. (non-Federal vendor)	PYMT	PV	PVHT, PVLT	Agreement number
Direct Entry	Payment of an EEO Settlement	PYMT	NO	OBLH, OBLL	Description of the payment
Direct Entry	Payment of an employee reimbursement	PYMT	NO	PVHT, PVLT	Dates that the reimbursement expenses were incurred.
Direct Entry	Payment of an indemnity claim	PYMT	NO	PVHT, PVLT	Date the claim was approved
Direct Entry	Payment of miscellaneous transactions	PYMT	NO	PVHT, PVLT	Applicable identifying data
Direct Entry	Payment to a commercial delivery vendor (e.g., UPS)	PYMT	NO	PVHT, PVLT	Account number
Direct Entry	Payment to a telephone or utility vendor	PYMT	NO	PVHT, PVLT	Account number, payee id
Direct Entry	Payment to GPO	PYMT	DD	PVHT, PVLT	GPO order number
Direct Entry	Payment to training vendor	PYMT	NO	PVHT, PVLT	Employee name and beginning date of training
Direct Entry	Records the expense. Payment has already occurred (VADR)	PYMT	ND	PVHT, PVLT	Payee/vendor name

Feeder System	Document Information	Contact Orgn	FFIS Trans Code	Related Inquiry Tables	Reference Information
Direct Entry	Records the refunding of revenue overpaid by a customer.	PYMT	NO	PVHT, PVLT	Customer account number or applicable identifying data
Direct Entry	Write Off	ART	WR	CRHT, CRLT	
EMIS	EMIS StandardVoucher - Standard Voucher Document	ACCT	EV	JVLT	Owership Tye Property Type Vehicle Number
FEDS	FEDS Obligation	ACCT	FO	OBLH, OBLL	Requisitioner Requisition Date
FEDS	FEDS IPAC Disbursement	ACCT	OD	PVHT, PVLT	Requisitioner Requisition Date
FEDS	FEDS Payment Voucher	ACCT	FV	PVHT, PVLT	Requisitioner Requisition Date
FEDS	FEDS Standard Voucher	ACCT	SF	JVLT	Requisitioner Date
FTSP	FTSP Accrual/Suspense	ACCT	VF	JVLT	
FTSP	FTSP IPAC Disbursement	ACCT	DF	PVHT, PVLT	Customer Number
FTSP	FTSP Requistion	ACCT	FQ	REQH, REQL	Customer Number
GOALS	GOALS Cash Receipts Document - Cash Receipt Document	ACCT	C8	CRHT, CRLT	
GVTS	GVTS Payment Vouchers – Payment Voucher Document	ACCT	G1	PVHT, PVLT	Corporate Account No. “As Of” Date
GVTS	GVTS Standard Voucher - Standard Document	ACCT	G3	JVLT	Corporate Account No. “As Of” Date
GVTS	GVTS Travel Invoice - Travel Invoice Document	ACCT	G2	TNHT, TNLT, PVHT, PVLT	Corporate Account No. “As Of” Date
GVTS	IMPF Payment Vouchers - Payment Voucher Document	ACCT	P9	PVHT, PVLT	Cashier SSN
GVTS	IMPF Standard Vouchers - Standard Voucher Document	ACCT	S9	JVLT	Cashier SSN
IMPF	IMPF Reimbursement Document - Imprest Fund Reimbursement Document	ACCT	I9	IFHT, IFLT	Cashier SSN Date of Reimbursement Vo. Sub-voucher Number

Feeder System	Document Information	Contact Orgn	FFIS Trans Code	Related Inquiry Tables	Reference Information
LOCK	Lockbox Cash Receipt - Cash Receipt Document	ART	LX	CRHT, CRLT	
MPOL	MPOL IPAC Disbursement	ACCT	DM	PVHT, PVLT	BOAC number GSA Vehicle Number MPOL Date
MPOL	MPOL Suspense	ACCT	VM	JVLT	BOAC Numer
OTRS	OTRS Standard Voucher Document	ACCT	OS	JVLT	
PACS	PACS Default Accounting for Salary and Expense	ACCT	GS	JBLT	
PACS	PACS Accruals	ACCT	YA	JVLT	
PACS	PACS Liability for Employee Withholding	ACCT	GP, GX, TW	JVLT	
PACS	PACS Payment Voucher	ACCT	WV	PVHT, PVKT	
PACS	PACS Self Reversing for M-cycles	ACCT	MP, MS, MT, MW	JVLT	
PCMS	PCMS Payment Voucher	ACCT	V2	PVHT, PVLT, GSCH	Cardholder’s Name and Number
PCMS	PCMS Standard Voucher -	ACCT	V6	JVLT	Purchase Order Number Line Number
PCMS	PCMS Standard Voucher - Cardholder Details	ACCT	V8	JVLT, GSCL	Cardholder’s Name and Number
PCMS	PCMS Standard Voucher - Cardholder Modification	ACCT	V5	JVLT, GSCL	Cardholder’s Name and Number
PPQ ROT	Plant Protection and Quarantine Reimbursement Overtime Billing Document	ART	PQ	ARHT, ARLT	
PRCH	PRCH Foreign Currency Payment Voucher	ACCT	RV	PVHT, PVLT	Purchase Order Number Line Number
PRCH	PRCH Standard Voucher	ACCT	SP	JVLT	Purchase Order Number Line Number

Feeder System	Document Information	Contact Orgn	FFIS Trans Code	Related Inquiry Tables	Reference Information
PRCH	PRCH Type 40 Obligation	ACCT	GA	OBLH, OBLL	Purchase Order Number Line Number
PRCH	PRCH Type 40 IPAC Disbursement	ACCT	KA	PVHT, PVLT	Purchase Order Number Line Number
PRCH	PRCH Type 40 Payment Voucher	ACCT	VA	PVHT, PVLT	Purchase Order Number Line Number
PRCH	PRCH Type 40 Receiver	ACCT	EA	RCHT/RCLA	Purchase Order Number Line Number
PRCH	PRCH Type 41 Obligation	ACCT	GB	OBLH, OBLL	Purchase Order Number Line Number
PRCH	PRCH Type 41 IPAC Disbursement	ACCT	KB	PVHT, PVLT	Purchase Order Number Line Number
PRCH	PRCH Type 41 Payment Voucher	ACCT	VB	PVHT, PVLT	Purchase Order Number Line Number
PRCH	PRCH Type 42 Obligation	ACCT	GC	OBLH, OBLL	Purchase Order Number Line Number
PRCH	PRCH Type 42 Payment Voucher	ACCT	VC	PVHT, PVLT	Purchase Order Number Line Number
PRCH	PRCH Type 43 Obligation	ACCT	GD	OBLH, OBLL	Purchase Order Number Line Number
PRCH	PRCH Type 43 IPAC Disbursement	ACCT	KD	PVHT, PVLT	Purchase Order Number Line Number
PRCH	PRCH Type 43 Payment Voucher	ACCT	VD	PVHT, PVLT	Purchase Order Number Line Number
PRCH	PRCH Type 45 IPAC Disbursement	ACCT	KE	PVHT, PVLT	Purchase Order Number Line Number
PRCH	PRCH Type 45 Payment Voucher	ACCT	VE	PVHT, PVLT	Purchase Order Number Line Number
TELE	TELE Accrual	ACCT	SE	JVLT	Telephone Acct. No.
TELE	TELE Payment Voucher	ACCT	VT	PVHT, PVLT	Telephone Acct. No.& Tele Service Date
TELE	TELE Requisition	ACCT	RT	REQH, REQL	Telephone Acct. No.& Tele Service Date
TRAN	TRAN Invoice	ACCT	T1	TNHT/TNLT, PVHT/PVLT	Government Transaction Request number
TRAN	TRAN Payment Voucher	ACCT	T3	PVHT/PVLT	
TRAN	TRAN Standard Voucher	ACCT	T4, S1	JVLT	
TRAN	TRAN Third Party Payment Voucher	ACCT	T2	PVHT/PVLT, TPLT	Related government bill of lading number
TRVL	TRVL Advance	ACCT	XA	TADV, THAT	Traveler’s SSN Travel Begin - End Date
TRVL	TRVL Advance from Imprest Fund (Replenish Cashier)	ACCT	XI	IFHT, IFLT, PVHT, PVLT, TADV/THAT	Traveler’s SSN Travel Begin - End Date
TRVL	TRVL Cash Receipt (Advance Collection)	ACCT	XC	CRHT, CRLT	Traveler’s SSN Travel Begin - End Date

Feeder System	Document Information	Contact Orgn	FFIS Trans Code	Related Inquiry Tables	Reference Information
TRVL	TRVL Dummy Advance	ACCT	XD	TADV/THAT	Traveler’s SSN Travel Begin - End Date
TRVL	TRVL Guest Treasury Symbol Voucher	ACCT	XG	JVLT	Traveler’s SSN Travel Begin - End Date
TRVL	TRVL HIT/OASDI Matching Agency Expense	ACCT	XE	JVLT	Traveler’s SSN Travel Begin - End Date
TRVL	TRVL Payment Voucher (Relo)	ACCT	XP	PVHT/PVLT, TPLT	Traveler’s SSN Travel Begin - End Date
TRVL	TRVL Payroll Zap	ACCT	XZ	CRHT, CRLT	Traveler’s SSN Travel Begin - End Date
TRVL	TRVL Standard Voucher	ACCT	XN	JVLT	Traveler’s SSN Travel Begin - End Date
TRVL	TRVL Travel Order	ACCT	XO	TOHT, TOLT	Traveler’s SSN Travel Begin - End Date
TRVL	TRVL Travel Voucher (Relo)	ACCT	XV	TVHT, TVAT, PVHT/PVLT	Traveler’s SSN Travel Begin - End Date
TRVL	TRVL Travel Voucher (TDY)	ACCT	XT	TVHT, TVAT, PVHT/PVLT	Traveler’s SSN Travel Begin - End Date
TRVL	TRVL Withholding Tax Voucher	ACCT	XW	JVLT	Traveler’s SSN Travel Begin - End Date
UTVN	UTVN Accrual Document	ACCT	SU	JVLT	UTVN Transaction ID
UTVN	UVTN Payment Vouchers - Payment Voucher Document	ACCT	UV	PVHT, PVLT	Transaction ID Service Period
VS UFS	Veterinary Services User Fee System - Billing Document	ART	VY	ARHT, ARLT	

Feeder System Transactions by Feeder System

Feeder System	Document Name	FFIS Document	Related Inquiry Tables
ABCO	ABCO Standard Voucher – Standard Voucher Document	AO	JVLT
	ABCO Billing Document – Billing Document	A1	ARHT, ARLT
	ABCO Cash Receipt Document – Cash Receipt Document	A2	CRHT, CRLT
	ABCO Voluntary Collection – Cash Receipt Document	A3	CRHT, CRLT
	ABCO Write Off Document – Write Off Document	A4	CRHT, CRLT
	ABCO Refunds – Payment Voucher	A5	PVHT, PVLT
	ABCO Interagency Transfer – Direct Disbursement Document	A6	PVHT, PVLT
	ABCO Bank Service Charge – No Check Disbursement Document	A7	CRHT, CRLT
	ABCO Suspense Postings – Standard Voucher Document	A8	JVLT
	ABCO Unapplied Postings – Standard Voucher Document	A9	JVLT
	ABCO History Globe	AG	JVLT
	ABCO History Globe	AH	JVLT
	Out-Of-House Estimated Receivables	OE	JVLT
	Out-Of-House Transmitted Collections	OT	JVLT
CAPS	CAPS Payment Voucher – Standard Voucher Document	SW	JVLT
EMIS	EMIS Standard Voucher – Standard Voucher Document	EV	JVLT
FEDS	FEDS Obligation	FO	OBLH, OBLL
	FEDS Payment Voucher	FV	PVHT, PVLT
	FEDS OPAC Disbursement	OD	PVHT, PVLT
	FEDS Standard Voucher	SF	JVLT
FTSP	FTSP Requisition	FQ	REQH, REQL
	FTSP OPAC Disbursement	DF	PVHT, PVLT
	FTSP Accrual/Suspense	VF	JVLT
GOALS	GOALS Cash Receipt Document – Cash Receipt Document	C8	CRHT, CRLT
GVTS	GVTS Payment Vouchers – Payment Voucher Document	G1	PVHT, CRLT
	GVTS Travel Invoice – Travel Invoice Document	G2	TNHT, TNLT, PVHT, PVLT
	GVTS Standard Voucher – Standard Voucher Document	G3	JVLT

Feeder System	Document Name	FFIS Document	Related Inquiry Tables
IMPF	IMPF Reimbursement Document – Imprest Fund Document	I9	IFHT, IFLT
	IMPF Payment Vouchers – Payment Voucher Document	P9	PVHT, PVLT
	IMPF Standard Vouchers – Standard Voucher Document	S9	JVLT
LOCK	Lockbox Cash Receipt – Cash Receipt Document	LX	CRHT, CRLT
MPOL	MPOL OPAC Disbursement	DM	PVHT, PVLT
	MPOL Suspense	VM	JVLT
OTRS	OTRS Standard Voucher Document	OS	JLT
PACS	PACS Payment Voucher	WV	PVHT, PVLT
	PACS Liability for Employee Withholding	GP	JVLT
	PACS Default Accounting for Salary and Expense	GS	JVLT
	PACS Default Accounting for Withholding	GW	JVLT
	PACS Liability for Employee Withholding	GX	JVLT
	PACS Self Reversing for M-cycles	MP	JVLT
	PACS Self Reversing for M-cycles	MS	JVLT
	PACS Self Reversing for M-cycles	MT	JVLT
	PACS Self Reversing for M-cycles	MW	JVLT
	PACS End of Period Accruals	YA	JVLT
	PACS Standard Voucher	PY	JVLT
	PACS Liability for Employee Withholding	TW	JVLT
PCMS	PCMS Payment Voucher	V2	PVHT, PVLT, GSCH
	PCMS Standard Voucher – Cardholder Modification	V5	JVLT, GSCL
	PCMS Standard Voucher – Cardholder Details	V8	JVLT, GSCL
PPQ ROT	Plant Protection and Quarantine Reimbursable Overtime Billing Document	PQ	ARHT, ARLT
PRCH	PRCH Type 40 Receiver	EA	RCHT, RCLA
	PRCH Type 40 Obligation	GA	OBLH, OBLL
	PRCH Type 41 Obligation	GB	OBLH, OBLL
	PRCH Type 42 Obligation	GC	OBLH, OBLL
	PRCH Type 43 Obligation	GD	OBLH, OBLL
	PRCH Type 40 IPAC Disbursement	KA	PVHT, PVLT
	PRCH Type 41 IPAC Disbursement	KB	PVHT, PVLT
	PRCH Type 43 IPAC Disbursement	KD	PVHT, PVLT
	PRCH Type 45 IPAC Disbursement	KE	PVHT, PVLT
	PRCH Foreign Currency Payment Voucher	RV	PVHT, PVLT
	PRCH Standard Voucher	SP	JVLT

Feeder System	Document Name	FFIS Document	Related Inquiry Tables
PRCH Cont'd	PRCH Type 40 Payment Voucher	VA	PVHT, PVLT
	PRCH Type 41 Payment Voucher	VB	PVHT, PVLT
	PRCH Type 42 Payment Voucher	VC	PVHT, PVLT
	PRCH Type 43 Payment Voucher	VD	PVHT, PVLT
	PRCH Type 45 Payment Voucher	VE	PVHT, PVLT
TELE	TELE Requisition	RT	REQH, REQL
	TELE Payment Voucher	VT	PVHT, PVLT
	TELE Accrual	SE	JVLT
TRAN	TRAN Invoice	T1	TNHT, TNLT, PVHT, PVLT
	TRAN Third Party Payment Voucher	T2	PVHT, PVLT, TPLT
	TRAN Payment Voucher	T3	PVHT, PVLT
	TRAN Standard Voucher	T4, S1	JVLT
TRVL	TRVL Advance	XA	TADV, THAT
	TRVL Cash Receipt (Advance Collection)	XC	CRHT, CRLT
	TRVL Dummy Advance	XD	TADV, THAT
	TRVL HIT/OASDI Matching Agency Expense	XE	JVLT
	TRVL Guest Treasury Symbol Voucher	XG	JVLT
	TRVL Advance from Imprest Fund (Replenish Cashier)	XI	IFHT, IFLT, PVHT, PVLT, TADV, THAT
	TRVL Standard Voucher	XN	JVLT
	TRVL Travel Order	XO	TOHT, TOLT
	TRVL Payment Voucher (Relo)	XP	PVHT, PVLT, TPLT
	TRVL Travel Voucher (TDY)	XT	TVHT, TVAT, PVHT, PVLT
	TRVL Travel Voucher (Relo)	XV	TVHT, TVAT, PVHT, PVLT
	TRVL Withholding Tax Voucher	XW	JVLT
	TRVL Payroll Zap	XZ	CRHT, CRLT
UTVN	UTVN Payment Voucher – Payment Voucher Document	UV	PVHT, PVLT
	UTVN Accrual Document	SU	JVLT
VS UFS	Veterinary Services User Fee System – Billing Document	VY	ARHT, ARLT

CHAPTER 14
SUPPLEMENTAL INFORMATION

FY 2004 Pay Periods and their Corresponding Processing Month

Payroll transactions are made up of salary and benefit payment transactions and accrual transactions.

- **Payroll salary and benefit transactions** update FFIS and the Financial Data Warehouse (FDW) the weekend after the pay period ends. For example, pay period 24 runs from November 30 to December 13. FFIS and FDW are updated the weekend of December 20th.
- **Payroll accruals** update FFIS and the FDW on or around the 19th of each month. They reverse in FFIS the evening of the first workday of the next month and update the FDW early the next morning.

Payroll Salary and Benefit Transactions

Salary and benefit transactions are detailed employee payroll transactions. The details are summarized and posted to FFIS the weekend after the pay period ends. Detailed records are not in FFIS. You can find detailed salary and benefit transactions in the Financial Data Warehouse (FDW) in the Payroll section. (The VPAYROLL table is used to produce these reports.)

The following chart shows the fiscal month each pay period will process in FFIS in FY04. The budget fiscal year will depend on the accounting associated with the detailed payroll transaction. For example, in pay period 19, September 21-30 will be represented by BFY03 accounting codes and October 1-4 will be BFY04 accounting. Each pay period processed could have transactions representing prior pay periods (and therefore, possibly prior BFY's). The processing tape picks up all payroll activity processed during that pay period, including corrected T&A's.

FY 2004 Pay Periods and their Corresponding Processing Month

Pay Period	Dates of Pay Period	Process Date in FFIS	Posted in FM/FY:	Month
19	09/21/03-10/04/03	10/11/03	01/04	October
20	10/05/03-10/18/03	10/25/03	01/04	October
21	10/19/03-11/01/03	11/08/03	02/04	November
22	11/02/03-11/15/03	11/22/03	02/04	November
23	11/16/03-11/29/03	12/06/03	03/04	December
24	11/30/03-12/13/03	12/20/03	03/04	December
25	12/14/03-12/27/03	01/03/04	04/04	January
26	12/28/03-01/10/04	01/17/04	04/04	January
01	01/11/04-01/24/04	01/31/04	04/04	January
02	01/25/04-02/07/04	02/14/04	05/04	February
03	02/08/04-02/21/04	02/28/04	05/04	February
04	02/22/04-03/06/04	03/13/04	06/04	March
05	03/07/04-03/20/04	03/27/04	06/04	March
06	03/21/04-04/03/04	04/10/04	07/04	April
07	04/04/04-04/17/04	04/24/04	07/04	April
08	04/18/04-05/01/04	05/08/04	08/04	May
09	05/02/04-05/15/04	05/22/04	08/04	May
10	05/16/04-05/29/04	06/05/04	09/04	June
11	05/30/04-06/12/04	06/19/04	09/04	June
12	06/13/04-06/26/04	07/03/04	10/04	July
13	06/27/04-07/10/04	07/17/04	10/04	July
14	07/11/04-07/24/04	07/31/04	11/04	August
15	07/25/04-08/07/04	08/14/04	11/04	August
16	08/08/04-08/21/04	08/28/04	12/04	September
17	08/22/04-09/04/04	09/11/04	12/04	September
18	09/05/04-09/18/04	09/25/04	12/04	September
19	09/19/04-10/02/04	10/09/04	01/05	October

Payroll Accruals (also called Payroll Estimates) –BOC 1199

Accrual transactions represent payroll expenses where the employee performed work in one month but will not be paid until the following month. Accruals serve as a way for FFIS to record expenses in the month they were incurred. In this way, our accounting reports and statements accurately reflect monthly activity. These transactions are reversing period-end estimates which initially post on or about the 19th of each month and reverse the evening of the first work day of the next month. The figures used for the accruals are based on earlier actual payroll figures. Estimated salaries and benefits are summarized in budget object class (BOC) 1199 by accounting code. The summarized figure appears in the Accounting Code Summary by BOC in the FDW. (The VSUMFNCL table is used to produce this report.)

Calculate the payroll accrual, BOC 1199, by comparing the actual work days in the month to the pay periods that processed in a given month.

Example – December 2003

For example, December 1 through 31 is represented by 10 work days of pay period 24, all of pay period 25, and 3 work days of pay period 26. However, from the chart above we see that pay periods 23 and 24 actually posted in December. So, December's payroll accrual, BOC 1199, will be a combination of:

1. a reversal of 10 work days (100%) of pay period 23 that were worked in November, but not posted until December (this reversal accrual transaction will be processed the first work day of December), and,
2. an accrual of 10 work days (100%) of pay period 25 and 3 work days (30%) of pay period 26 (this accrual transaction will be processed in the middle of the month).

If you look at BOC 1199 on ACSB in the beginning of the month, it will be a negative figure because only the reversal of the pay period 23 accrual has occurred. If you look at it at the end of the month, BOC 1199 will be a *positive* figure because NFC is accruing more days (13 work days) than they are reversing (10 work days).

Fiscal Month	Pay Period	Actual Work Days in the Month (in percentages)	Pay Period Processed (100% or 0%based on pay periods processed in the month-see chart on page 1)	(Reversal Accrual) or Accrual
December	PP23	0%	100%	(100%)
	PP24	100% (10 days)	100%	0%
	PP25	100% (10 days)	0%	+100%
	PP26	30% (3 days)	0%	+30%
	Total			+30%

Example – January 2004

Here is a second, more complex example. In January, January 1-10 is in pay period 26, January 11-24 is pay period 01, and January 25-31 is part of pay period 02. From the chart on page 1, pay period 25, 26 and 01 process in January. So January's payroll accrual will be a combination of:

1. a reversal of pay period 25 (all 10 days) and 3 days of pay period 26. This reversal accrual processes the evening of the first work day of the month and can be seen in FDW the following work day. It represents work performed in December but not posted until January.
2. an accrual of 5 work days (January 26-30) of pay period 02. This accrual will post in the middle of the month.

At the end of the month, the total accrual on your ACSB for the month of January, therefore, will be a *negative* figure because NFC is reversing more (10+3=13 work days) than they are accruing (5 work days).

Fiscal Month	Pay Period	Actual Work Days in the Month (in percentages)	Pay Period Processed (100% or 0%based on pay periods processed in the month-see chart on page 1)	(Reversal Accrual) or Accrual
January	PP25	0%	100%	(100%)
	PP26	70% (7 days)	100%	(30%)
	PP01	100% (10 days)	100%	0%
	PP02	50% (5 days)	0%	+50%
	Total			-80%

Creating an Effective Password

A good password isn't difficult to create. All you need to do is keep in mind a few simple rules.

- Don't choose something of personal significance. In other words, don't use:
    - Your name or the name of someone close to you or a pet's name
    - Your address
    - Your Social Security Number
    - Your favorite hobby or pastime
    - Your current or favorite vehicle name
    - Any other information that is associated with you, your activities, or your preferences.
- Don't choose something trivial. For instance, don't use 12345 or AAAAA as your password.
- Don't use the word "password" as your password. This only puts you and APHIS in jeopardy.
- Don't use a common dictionary word, regardless of the language. Password cracking programs compare passwords to dictionary words in an attempt to find a match.

OK, so those are the things you shouldn't do. So what can you do to create a good password?

- Create a unique password by combining two or more words into something that you will easily remember. For example, Go4aGetter or Protction2Me or Run4Love.
- Another technique is to make up a phrase that you will readily remember and then use the first letter from each word in the phrase to develop your password. For example: the phrase "My security officer is 1 peachy guy" results in Msoi1pg.
- Good passwords are at least six (6) characters long and use a mix of letters (both upper and lower case), numbers, and special characters. Just avoid having a number at the beginning or end to make password cracking more difficult.
- Use different passwords for your network access, email, screen saver, and so forth.
- Change your password often. This helps protect you in case someone accidentally learns your password.

Now that you've chosen a good password, make certain to protect it. If someone else uses your user identification and password, the system will think that person is you. Whatever they do on the system will now be considered your doing – and maybe your fault. So, don't post your passwords on your terminal screen or elsewhere in your work area. If you absolutely must write them down (unlikely, if you use the techniques above) keep your password(s) in your purse or wallet.

BRIO REPORTS ODDS AND ENDS

GENERAL

☒ All Conversion documents were entered in FY 2000. The only FY 2000 data is half of pay period 20 and the conversion documents. Summary data does contain Pay Period 19 but the detail behind those amounts are not currently in the FDW.
☒ Canned reports can be changed and sent to other users. If you are using a canned report (one you got off the web) then all you need is to save it and send the Brio report as an e-mail attachment.
☒ Remember to choose only one month when running an summary report (ACSB).
☒ The Financial Data Warehouse (FDW) (using Brio) updates a day behind FFIS. For example, all the transactions made Jan. 26th will not be updated in the FDW until the morning of Jan. 27th.

MISSING PROGRAM CODES ON REPORTS

A program code will not show up in a report if:
☒ No spending has hit that code for the requested month(s). You can verify the program code in the Sub Allotment Spending Table (SASP) in FFIS to determine if spending has occurred. If spending has occurred, there will be an entry on SASP showing the spending by quarter. If no spending has occurred, there will be no entry on SASP and Brio will have no data to report so it will skip to the next record on the table.
☒ Security, STAB, or WHOM was not set up properly.
☒ ACXT was set up incorrectly and the ORG Level selected is pointing to another program code.
☒ DVAL is not set up correctly, and it points to another BFY, FUND, or ORGN.

CLOSED MONTH

☒ A month closes by running a monthly close job. The only function of the job, besides producing a monthly file with all transactions with that accounting period on it, is to close the Accounting Period Table (APRD) for that month. So once the month is closed, no more transactions can be added to that month. We cannot reopen the month. If you run a DTR for a closed month on one date and run it again in the future, you will get the same results. You do not have to go back and recheck months to ensure no further changes are being made. **This is assuming that the report is functioning properly** both times the report runs. One way to check that is to compare the detail report with the summary report and the summary total to the SASP table in FFIS.
☒ Sometimes it seems that payroll enters into a month that had been closed. You may be seeing an accrual document. They can be confusing. Accruals, such as YA's for payroll, process in one accounting period and reverse in the next (they appear as a

negative figure in the expended authority column in the next month). Look on the DXRF table to get a picture of how these work. You cannot see the transactions on JVLT because once they are reversed, they disappear from JVLT.

BOC AWARDS

☒ Defining the Award BOC

1) 1109 Time off awards
2) 1152 cash and suggestion awards
3) 1153 other awards (includes payments for rewards (16 U.S.C. 599a), SES performance awards, SES meritorious executive awards, and SES distinguished executive awards.
4) 1406 Spot Awards repayment from an imprest fund (generally ends up zeroing out, or at least it should).

REVENUE REPORT

☒ Revenue/Reimbursments can only be seen at the ORG Level 1 on the ALLT table in FFIS. APHIS only establishes budgets (enter allocations) to the ORG Level 1 therefore you can only see the detail to this level. The field in FFIS is called "ACT REIM AMT". To validate a Brio report showing spending to a Program Code level, roll your report to the Org Level 1 and compare to the ALLT table.

CHECKING A DATE

The "closed" fields in FFIS are updated periodically. A check can be issued a couple days before there is a closed date. The closed date is basically when the system updates and finishes the cycle.

If a check says in transit, you can go on the TSCH table in FFIS. There is a field called "POST TREAS ACT" (it's in the upper middle area of the block of lines) which will tell you a check has been issued.

SEC 1 CODES

Sec 1 is a security field or measure set up by NFC to track who can look at what records on the VEND table. In other words, only APHIS employees, not all of the Department of Agriculture can see APHIS records. If the Sec 1 is pointing to a different agency and the person may be paid on our program code but will not show up in the Payroll Detail Report. The reason for the disappearance on the Payroll detail report is that to pull information into the report it matches up the social security number from PACS and the Social security number from vend, checks the security, (they have to have our Sec 1 code) and places the name from Vend to the report. If security doesn't allow us to look at the person, then they will not show up on the Payroll Detail Report. The amount of money will show up in the Accounting Code Summary Report amounts because the summary records are pulled by accounting code. We were charged for them, we just can't see the detail. The detail is in the Financial Data Warehouse (FDW), we just don't have security access to see it.

APHIS shouldn't be paying salary and benefits to a person that is not our employee. Therefore we want them not to show up on the detail. The discrepancy between the summary and detail amounts should follow with a checking of the data and a realization someone is not showing up in their detail reports. This should lead to questions and a fixing of the Sec 1 in the VEND table. APHIS' goal is to have clean data in, clean data out.

Travel comes through the feeder system and the vendor name comes from the VEND table. As long as the supplemental travelers have been set up in the vend table we can see them. If they are not in the VEND table at all they are rejected onto SUSF until the person is put into the VEND table. The key here is that if you try to see supplemental employees in VEND you wont see them though they may be there. If the traveler has been sent through the travel system and does not show up on your detail report then the traveler is probably rejected on SUSF. All supplemental travelers must be set up in the VEND table with a valid Sec 1 Code not necessarily an APHIS code.

The Detail Transaction Report in BRIO has been modified to bring in the supplemental travelers information by social security number only. The Payroll reports have not been changed in this manner.

Quirks

Quirk 1: **OFFSETS** An employee had applied for a $1000 travel advance but hadn't received the EFT payment in a reasonable period of time.

Solution: After researching PVLT, VXDD, TSCL, etc., the conclusion seemed to be that either he or his bank had overlooked the payment. However, both the bank and the traveler stated that they hadn't received the payment.

NFC travel and certification groups were notified and the conclusion was that the $1000 was nearly consumed (all but $10) by back child support he owes. The **FFIS TOPT** table identifies such offsets.

Quirk 2: **DUPLICATED PURCHASE ORDERS** There is a system problem in the PRCH feeder system that duplicates Purchase Orders from PRCH. When a purchase order is modified, the order is *duplicated,* not modified.

Solution: NFC is programming a correction for this problem. We are working on getting a report of all duplicated GA, GB, GC, and GD documents, but if you have noticed duplicates on your DTR, contact Roy Mattson in Minneapolis (612-370-2204). He will need the transaction code in order to modify the duplicated document down to zero.

Quirk 3: **MAN HOURS WORKED** The hours will be distorted if B2 accounting adjustment documents don’t address them.

Solution: In order to be able to produce a report out of the FDW which accurately reflects the number of hours worked for a given program code, we need to make sure to post hours to the Quantity (QUANT) field of the B2 accounting adjustment. This is an addition to the current procedures for producing B2s. We still want people to do a corrected T&A where possible, but when not feasible, they should do a B2 with the hours posted to the Quantity field.

The PY transaction is a JV clone (as is the B2) and it does have the number of hours posted in the Quantity field. Possibly the data warehouse has this field available for our use. We may need to devise a summary report that will bring in the quantity field for all payroll transactions.

Quirk 4: **PAY DATE** some pay periods cross accounting period lines and have to be adjusted.

Solution: Pay Periods are processed in the accounting system as of the Pay Date.
For example in Pay Period 7, the EFT payments were PAID on 4/30/01. This is the accounting period 7 or fiscal month in FFIS BRIO. But the rest of the pay was PAID

on 5/3/01. This was the official pay date we received earlier in the year. This would have split pay period 7 into two fiscal months/accounting periods.

The Treasury Department changed the official pay date to the EFT Date. The payroll system did not correctly show this changed pay date and therefore updated FFIS in accounting period/fiscal month 8. NFC discovered the problem and they reversed the fiscal month 8 entries for pay period 7 in FFIS and reentered them in fiscal month 7. As of today, FFIS is correct. But we do not have a table in FFIS where we can see this information. We have to look in BRIO. This will happen again in PP16 and PP18.

Quirk 5: **MULTIPLE YEARS** cannot be seen in the SOF system.

Solution: You can pull multiple years using the SOF extract but the SOF system that you download the information into wont permit it. The SOF system was set up for current budget fiscal year only. Use the DTR or another Brio report instead.

Quirk 6: **COMP TIME** When a person uses compensatory leave on their T&A, the hours associated with the leave SOMETIMES do not show up in FFIS. The hours show up correctly in CAS's Salaries and Benefits Projection Module's Employee Status report (ESR), but not in the Earnings By Pay Period report.

Solution: When the timekeeper recorded the normal hours, a correct code was used, therefore the base hours were recorded. But when he/she recorded the comp time hours, extra 0's were added to the end (by mistake). This caused JUST THAT LINE of the T&A to reject and be processed by Forced Release (FREL). Once FREL corrected the error and the report was reran, the data was complete.

Quirk 7: **NEGATIVE HOURS** The SOF Extract was causing negative hours to be changed to positive hours. Negative hours were being changed to positive by a formula in a computed field named Y_Hours.

Solution: The formula for Y_Hours was incomplete, it made negative numbers positive but didn’t make positive numbers negative. It has been fixed. The hours now have the same sign as the money. Typically negative money usually has zero hours.

Quirk 8: **HIDDEN QUERY SECTION - Unhide** The Query section was hidden when the Project Office migrated the reports to the web. Explorer and Insight users did not see the Query section listed as view able.

Solution: When you are in Brio Explorer or Insight go to **VIEW** in the menu section and <**click**> on **Unhide Section**. A box will come up and <**click**> on the section you want unhidden.

Quirk 9: **NO PROCESS BUTTON** The Standard Tool bar was turned off when a report was loaded to the web. The Process Button was missing.

Solution: When you are in Brio Explorer, Insight, or Quickview go to **VIEW** in the menu section and <**click**> on **Toolbars** and then <**click**> **on Standard**.

BRIO Tool Procurement and Installation

In October, 2001 the Financial Data Warehouse (FDW) was implemented. The FDW is a web-based user interface of data from the Foundation Financial Information System (FFIS). This user interface will provide a means for accessing canned reports as well as developing ad-hoc queries for your accounting, financial and budgetary needs.

Software needs to be purchased to access the Financial Data Warehouse. The user interface requires the purchase of an on-line analytic processing (OLAP) tool. The OLAP tools selected for the FDW are the BRIO Corporation suites of tools.

The USDA, Office of the Chief Information Officer in partnership with the Forest Service has secured an agreement for a suite of Brio Technology software tools that is available to all USDA Agencies and staffs at below GSA prices. The suite of tools and a brief description of each are as follows:

Brio Query **Explorer** delivers query, analysis, and reporting capabilities for power users who need to directly access data sources, similar to the old FOCUS users.

Brio Query **Insight** delivers analysis, and reporting functionality within a Web browser for Internet access to information in the Financial Data Warehouse. Insight users are usually analysts who occasionally need to make modifications to existing reports.

Brio Query **Quickview** offers simplified report viewing and data refresh for users who need to view canned reports. Quickview is being purchased at a higher level in APHIS. If you need Quickview, you do not need to procure it locally, use the second document to have APHIS ATAC install it for your use.

The following provides the schedule of CLINs that are to be used on Purchase Orders for Brio products using the Forest Service's IBM contract.

Proposal Price Brio Query Explorer

CLIN	Description	Sell Price
2157 Win 2158 UNIX	1 named user License for Brio Query Explorer	$613.00

Proposal Price Brio Query Explorer Maintenance

CLIN	Description	Sell Price
2159	Annual maintenance for 1 Brio Query Explorer License [1]	$125.00

Proposal Price Brio Query Insight

CLIN	Description	Sell Price
2163	1 named user License for Brio Query Insight	$305.00

Proposal Price Brio Query Insight Maintenance

CLIN	Description	Sell Price
2164	Annual maintenance for 1 Brio Query Insight License [1]	$63.00

Notes:

[1] Annual maintenance must be bought by the user for the first year. APHIS will pay for this after the first year.

[2] On each Purchase Order for Brio products acquired through the Forest Service's IBM contract, please include the following information:

(Seller Information)…

IBM Govt Systems
PO Box 9020, Attn: USDA FS Project
Boulder, CO 80402-9030

FFIS VID Number 130871985 D
Tax ID Number 13-0981985
Contract Number GS00K94ALD0001

Please make sure that one file copy of each completed purchase order is sent to:

USDA, Forest Service
Attn: Tim Hoff, AQM
PO Box 96090, Room 707 RPE
Washington, DC 20090-6090

[3] If you have any questions regarding System Recommendations to support the Brio product suite, please refer to the following URL: http://www.brio.com/documentation, and click on Technical Specifications.

FFIS BRIO Responsibilities Outlines – ATAC and Other(s)
July 16, 2001

Note: Responsibilities described below were extracted from the Service Level Agreement between Financial Management Division (FMD) and APHIS Technical Assistance Center (ATAC).

Once desired software product has been approved and forwarded for procurement action, contact ATAC.

ATAC will...
1) Coordinate establishment of the required system access (login/password) for both the FFIS and Financial Data Warehouse.
2) Coordinate the installation of the BRIO product on to the desktop with the IT Customer Service Regional Coordinator or end user person performing the install task.
3) If necessary, provide person conducting installation the appropriate BRIO installation cd.
4) If end user to perform installation, ensure that the Desktop Software Inventory is updated upon completion of installation.
5) Assist persons conducting install if problems arise.

FFIS/BRIO System Administrator, FMD, will...
1) Establish user access.
* 2) Establish user record in Desktop Software Inventory. Information to include appropriate login/passwords, identify BRIO software to be installed, etc.

Program will...
1) Upon receipt of the software, comply with registration and license requirements.
2) Maintain the software license received with the product in order to comply with future auditing requirements.

IT Customer Service Regional Coordinator will...
1) Coordinate desktop installation. To verify and obtain information regarding type of product and other pertinent user information, the Desktop Software Inventory record for that given user should be reviewed.
2) Ensure persons completing the installation update the given user's record in the Desktop Software Inventory. Update involves changing the Implementation and Management information from No to Yes to acknowledge that the installation of SecuRemote and BRIO product has been completed.

Person performing installation will...

1) Update given user's record in the Desktop Software Inventory to acknowledge installation has been completed. Update involves changing the Implementation and Management information.

* The FFIS/BRIO System Administrator is the only person(s) authorized to establish FFIS user record(s) in the Desktop Software Inventory. This inventory then provides the basis for future procurement of BRIO software maintenance.

ATAC: (877) 944-8457 or e-mail at atac@usda.gov

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BRIO NEWSBREAK #1

This is a periodic news letter to disseminate information to all Brio Users. Brio Users fall into 3 categories Quickview, Insight or Explorer.

This issue of the Brio Newsbreak explains the difference between FY and BFY. This is a very important topic and one you must understand if you are using any of the Brio products or just understanding what the report is trying to tell you.

FISCAL YEAR & BUDGET FISCAL YEAR EXPLANATIONS

Definitions:

Fiscal Year (FY) is the year the transaction is accepted/recorded into the FFIS system. This means that if you paid a bill for 1996 in the current fiscal year (2001) then the transaction would have processed in FY 2001.

Budget Fiscal Year (BFY) is the year the funding was made available by the Congressional appropriation. For example you have paid a bill for 1996 in the current year (2001) then the transaction processed for BFY 1996 in FY 2001

Explanation:

Budget Fiscal Year (BFY) was used as the 1st digit in the old 10 digit accounting code. Many people continue to use BFY as a reference on documents but BRIO and FFIS do not use it in this manner.

FFIS and BRIO ask for BFY as a 2-digit number apart from the program code. (For more information on program code go to the “The APHIS Program Code Explained in FFIS & BRIO Terms”). So the field would state BFY and you would type 01 or 02, which stand for BFY 2001 and BFY 2002, respectively.

Fiscal Year (FY) is a field extensively used in BRIO and FFIS. The FY field tells you what year APHIS processed the payment for the goods or services. You may obligate the document in one FY and not pay for it until 5 years later. The year you obligate the document is the BFY and the year you pay it is the FY but it will still have the original BFY referenced. Most of the time the years match but not in all cases and especially not for transactions processed at the end of a FY.

If you have any questions, please Contact MRPBS FMD-BEST.

BRIO NEWSBREAK #2

This is a periodic news letter to disseminate information to all Brio Users. Brio Users fall into 3 categories Quickview, Insight or Explorer.

This issue of the Brio Newsbreak explains the breakdown of a program code. To run Brio products effectively you must have a understanding of the program codes. Program codes and the way you ask for this information in BRIO will affect the information you receive on your computer. The most common error in using Brio is not entering the correct Org Level 1 and Org Level 2 and Organization (ORGN). If this information is not correct then you will not receive the information your requested.

THE APHIS PROGRAM CODE EXPLAINED IN FFIS & BRIO TERMS

Program code is the nine digit accounting code made up of 2 digit appropriation, 1 digit division, 4 digit Organization which includes the division, and 3 digit reporting category.

523403030

Fund is the first two digits of the program code. It corresponds to the appropriation that authorized the spending. Example: 41555030 = fund is 41

523403030

Division (DVSN) is the third digit of the program code. For example 528010030 = 8 for PPQ.

523403030

Org Level 1 is a four digit code. It is used to roll up data to a high level in your organization. It may or may not correspond to the middle 4 digits of a program code. Org Level 2, 3, and 4 are used to designate lower levels of an organization For example 3403 is your Org level 2 and it rolls to 3400 which is your Org Level 1.

Organization (ORGN) is the middle 4 digits of a specific program code, and always corresponds to a specific program code.

523403030

Reporting category (Rptg Cat.) is the last 3 digits of the program code, or what used to be the project code. It identifies the project identified in the appropriation funding the transaction.

523403030

How is the Program code used by FFIS?

When you enter a program code into FFIS, FFIS breaks the code down to its specific data elements, which is fund, division, organization and reporting category. FFIS then updates the tables based on these elements.

Note: Two very important data elements you must consider is FY and BFY, these are discussed in the FY and BFY explanation sheet.
Many of the feeder systems, agreement and other documents still use the 10 digit accounting code which is the 9 digits with the BFY in front. So in this example BFY 2002 would be **2523403030**

BRIO NEWSBREAK #3

This is a periodic news letter to disseminate information to all Brio Users. Brio Users fall into 3 categories Quickview, Insight or Explorer.

This issue of the Brio Newsbreak lists all the Brio Reports currently on the APHIS FDW website (fdw.usda.gov). It tells you what is in the report, any problems and the status. The website reports will be continually upgrade and expanded so keep an eye out for new reports.

APHIS Brio Report Descriptions

The fdw.usda.gov web site contains many useful reports for analyzing financial data. The following are a list of reports, the report information, and the status.

SPENDING REPORTS:

- **Accounting Code Summary by BOC (ACSB)** shows the Current Month Obligations, Quarter to Date Obligations, Year to Date Obligations, and FY 2001 to Date Obligations sorted by Major Budget Object Class (BOC) for each program you select. This report replaced the old A1 Report in CAS.

QUIRK: The user must pull the latest closed month at a time to get the year to date balance for a chosen month.

STATUS: The ACSB has no problems at this time.

- The **Detail Transaction Report (DTR)** gives a detail list of all transactions occurring during a specified time period (except those processing from the Payroll Accounting System (PACs) feeder). The report subtotals on BOC, Major BOC and Program.

QUIRKS: Payroll from the PACS feeder system is not on the DTR. PACS rolls the amounts to a higher level and does not give you the detail on each transaction. The DTR contains all BOC's greater then 1000 except for anything coming through the PACS system.

The DTR will show any BOC greater than 1100 that comes from any feeder system other than PACS. If you add the amounts in BOC 1100-1200 from the DTR and the Detail Payroll Register by Employee (DPR1), it should add up to the Accounting Code Summary by BOC (ACS1) minus the BOC 1199. BOC 1199 is an estimate/accural of payroll and reverses out at the next accounting period.

Note: Revenue appears on a separate report under Collections.

STATUS: The DTR has no problems at this time.

- **The Obligation Summary Report (OSR)** pulls summary data, which includes Revenue, Reimbursements, YTD Obligations, and YTD Disbursements, grouped by Program and Major BOC. This report shows all Collections and Accounts Receivables. The OSR subtotals on Reporting Category, Fund and Division. This report replaced the OBSUM report in CAS.

QUIRK: Must pull only one month at a time. Also remember the BOC 1199 is included in the Major BOC 1100. BOC 1199 is an estimate/accural of payroll and reverses out at the next accounting period.

STATUS: The OSR has no problems at this time.

- The **Status of Funds Extract (SOF)** is a report used by the status of funds' system that many programs are using. If you aren't using the SOF program, you shouldn't need this report.

QUIRK: Can pull all Budget Fiscal Years but the SOF system will only download the current budget fiscal year because it doesn't process prior BFY information. The report will not show the negative sign on the hours. The hours have the same sign as the money. Negative money usually have zero hours.

STATUS: The SOF extract has no problems at this time.

- The **Unliquidated Obligations History Report (UOH)** shows obligations and payments made for documents that still have an open or unliquidated amount. The UOH replaced the Contract Payment History report.

QUIRK: You need to know your transaction codes to use the report effectively.

STATUS: The UOH has no problems at this time. We will add search criteria added in the future.

PAYROLL REPORTS:

- The **Payroll Report by Pay Period (PRPP)** shows each employee by pay period and sub totaled by hours, regular pay, other pay, overtime, differential and benefits. The grand total amount paid by the agency is totaled by person by pay period. The report is totaled by Org. Level 1 and Budget FY.

QUIRK: The PRPP only shows payroll activity processed in the PACS System. The report does not include foreign service allowances processed though Minneapolis and International Services' VADRs, for example. If you want certain Pay Periods then ignore the month and select the pay periods. If you want all activity that has happened within a month then select the month and ignore the Pay Period. This will give you all the corrected T&A's that were done in the accounting period.

STATUS: The PRPP has no problems at this time.

- The **Payroll Report by SSN and BOC (PRSB)** gives a breakout of salaries and benefits by BOC, sub-totaled by hours, regular pay, other pay, overtime, differential and benefits. This report allows you to query on SSN, so you can look up just the people you need.

QUIRK: The PRSB allows you to look at PP20 in FY 2000. If you want certain Pay Periods for each employee then ignore the month and select the pay periods. If you want all activity that has happened within a month then select the month and ignore the Pay Period. This will give you all the corrected T&A's that were done in the accounting period.

STATUS: The PRSB has no problems at this time.

- The **Payroll Report by Name and Pay Period (PRSNP)** shows an employee and all pay period corresponding to him/her, sub totaled by hours, regular pay, other pay, overtime, differential and benefits. The grand total amount paid by the agency is totaled by person by pay period. The report is totaled by Org. Level 1 and Budget FY.

QUIRK: The PRSNP only shows payroll activity processed in the PACS System. The report does not include foreign service allowances processed though Minneapolis and International Services' VADRs, for example. If you want certain Pay Periods then ignore the month and select the pay periods. If you want all activity that has happened within a month then select the month and ignore the Pay Period. This will give you all the corrected T&A's that were done in the accounting period.

STATUS: The PRSNP has no problems at this time.

- The Payroll report headers contains the following BOCs:
  Regular Pay is BOC 1100 through 1149 and 1181.
  Overtime is BOC 1170 through 1180.
  Differential is BOC 1160 through 1169, 1192, and 1182.
  Benefits is BOC 1200 through 1298 and 1300 through 1399.
  Other Pay is BOC 1150 through 1159, 1183 through 1198, 1400 through 1499, and 1000.

ACCOUNTS RECEIVABLE REPORTS:

These reports were developed for the Minneapolis Accounts Receivable to use for debt management.

- **Aged Receivables by Vendor Code (ARVC)** This report tracks delinquent debt information by vendor code. The report is utilized by the Accounts Receivable Team to identify debtors that may need special emphasis

- **Aged Receivables by Vendor Name (ARVN)** This report tracks delinquent debt information by vendor name. The report is utilized by the Accounts Receivable Team to reveal debtors that may need special emphasis. It is sorted by vendor name for distribution to the debt management specialist responsible for monitoring the account(s).

- **Appeals Report by Location (APRL)** This report tracks billing documents that are in appeal status. It is sorted by location and is distributed to the field office responsible for reconciling the disputed document(s).

- **Appeals Report by Vendor (APRV)** This report tracks billing documents that are in appeal status. It is sorted by vendor name for distribution to the debt management specialist responsible for monitoring the account

- **Cash Receipts Inquiry (CRI)** This report tracks information of a payment based on the check number, bank account number, or dollar amount of the check as provided by a vendor.

- **Credit Balances Report by Vendor Code (CBRVC)** This report identifies vendors that have a credit balance on their account. The Accounts Receivable Team uses this information to further identify accounts in need of reconciliation or possible refund.

- **Credit Balances Report by Vendor Name (CBRVN)** This report identifies vendors that have a credit balance on their account. The Accounts Receivable Team uses this information to further identify accounts in need of reconciliation or possible refund. The report is sorted by vendor name for distribution to the debt management specialist responsible for monitoring the account.

- **Open Principle and Finance Charges (OPFC)** This report provides a current account summary of all open billing documents and finance charges owed by a vendor. The report can be run by AR Type and sorted by either vendor code or vendor name.

STATUS: The OPFC is not available at this time.

- **Vendor Account Activity (VAA)** This report provides a summary of all activity for a vendor during a specified period of time. The Accounts Receivable Team utilizes this report to assist in reconciling accounts

COLLECTION REPORTS:

- **AQI Collections (AQI)**

STATUS: The AQI report is currently unavailable.

- **Daily Collections (DC)** gives a list of collections made during the fiscal year between two dates regardless of budget fiscal year.

QUIRK: The DC may not have the two dates to select so you have to type in the two dates with a comma separating them. **Pay close attention** to the Accounting Code column to know which Budget Fiscal Year the account is referring.

STATUS: The DC has no problems at this time.

- **Revenue Reimbursables Detail Report (RRDR)** gives a list of all transactions that are either Collected Reimbursable/Revenue and/or Receivable Revenue/Reimbursable.

QUIRK: The RRDR will only show transactions that have been collected or set up as a receivable (billed). If that has not occurred, no data will show up on the report. Remember, if you are looking for the obligations, you must go to the DTR.

STATUS: The RRDR has no problems at this time.

- The **APHIS Revenue/Reimbursable Report Summary by Month(ARRS)** shows Monthly Obligations, Monthly Collected Reimbursements, Monthly Collected Revenue, Monthly Receivable Revenue, and Monthly Receivable Reimbursable by program. The report is subtotaled by Reporting Code, Org Level 1, and Fund.

QUIRK: The ARRS report is a monthly report. If you want **Year to Date** you should choose all months.

STATUS: The ARRS has no problems at this time.
Note: The ARRS and the RRDR (revenue/reimb) reports contains all the BOC from 0001 through 0999.

GENERAL LEDGER:

- **Trial Balance (TRBL)** This report is used by accountants in the Financial Management Division.

OTHER:

- The **Accounting Code Summary Allocation/Funds Availability (AFA)** shows the Allocation amount, YTD Collections and Receivables, YTD Obligations, and Availability (Unobligated Balance) by Treasury symbol. The report can be run for one program code, a fund and/or a division.

QUIRK: The AFA report was designed for high level Agency reporting and has no details.

STATUS: The AFA has no problems at this time.

- The **T1 Area Trust - Reimbursement Fund Statement (TRPR)** gives information that was on the old T1 report in CAS.

STATUS: The TRPR is not available at this time.

- The **T2 Area Trust Summary (TRSR)** gives information that was on the old T2 report in CAS.

STATUS: The TRSR is not available at this time.

BRIO NEWSBREAK #4

This is a periodic news letter to disseminate information to all Brio Users. Brio Users fall into 3 categories Quickview, Insight or Explorer.

This issue is to let you know that a revised version of the DTR, Detail Transaction Report, has been posted to the web. It now sorts by document date though the date is not posted on the report itself.

A new report is now on the web, the **DTRDD**, Detail Transaction Report by Document Date. This document is similar to the DTR with a few modifications. The modifications are as follows:

- You can pull information that falls between two dates you specify or by month.
- Prints the document date on the reports.
- System has been removed from the report, document date took its place but it is still available in the results section.
- Sorted by document date.

If you have any questions, please Contact MRPBS FMD-BEST.

BRIO NEWSBREAK #5

This is a periodic news letter to disseminate information to all Brio Users.

This issue is to let you know that there are new reports on the web. The Reports are on the fdw.usda.gov web site.

The **(PYSR) Prior Year Summary Report**, this report is used for researching Prior Budget Fiscal Years. The data is pulled in by project-to-date.

The **(CYSR), Current Year Summary Report** has taken the place of the (OSR) Obligation Summary Report . The report is to do research into the current Budget Fiscal year.

The **(BRCDTR) BOC and Reporting Category Detail Report** allows you to pull a detail transaction report by either certain BOC's or certain Reporting Categories. Payroll from the PACS system is not included in this report.

The (**LBDR) Lock Box Detail Report** shows all transactions that come through the Lock Boxes. This report allows you to limit By Deposit Number and to research individual lock box transactions.

The **(APDR) Accountable Property Detail Report** shows all transactions that come through the properties system. This report is to help you do research on items that do not show enough detail in the Detail Transaction Report (DTR). This report only contains transactions from the *Property System* (PROP).